Users need only to select the level of review required and attach their completed Continuing Review Form (ORA V.2016) using the familiar green “Upload Form” button. A link to the IRB website page about continuing reviews has been provided on this page of the application for added convenience of downloading the most up to date version of the form. Once the completed form is attached, users should click the familiar blue “Next” button.

IF YOU CURRENTLY HAVE A CR IN DRAFT - ANY INFORMATION YOU HAVE PLACED IN THE FIELDS THAT ARE NO LONGER SHOWN ABOVE WILL BE LOST. ALL CONTINUING REVIEWS CREATED AFTER JUNE 1, 2016 SHOULD BE COMPLETED BY ATTACHING THE FORM AND FILLING IN THE HSERA FIELDS WITH : “o”, “NA” OR “See attached Form” – no continuing review specific information should be entered because it is likely that it will be lost.
Disclosure of Significant Financial Interests*
Investigators (persons responsible for the design, conduct or reporting of this research protocol) must disclose any of the following financial interests/relationships with any entity that sponsors, provides support, or otherwise has a financial interest in the conduct or outcome of this research protocol (Outside Organization):

- Payments received for the past 12 months from a publicly traded Outside Organization for personal services (e.g., consulting, lecturing/speaking, service on the Scientific Advisory Board) plus the value of any current equity that when aggregated exceeds $5,000
- Payments received for the past 12 months from a non-publicly traded Outside Organization for personal services that in total exceed $5,000, or having any equity interest
- Membership on the governing board of any Outside Organization, including service on its board of directors, or having a position of authority or responsibility to act in its best interests, including being an officer, manager, partner, or limited liability company member with management responsibility

Investigators must also disclose any financial interest in a drug, device or other product or a competing product (IP rights), regardless of whether the IP has been patented, licensed, or assigned to the Penn, if such IP is being tested, evaluated, or developed in, or if its commercial value could be affected by, this protocol.

Investigators are not required to disclose equity in mutual funds and retirement accounts, as long as the Investigator does not directly control the investment decisions made in these vehicles.

Does any Investigator (or his or her spouse or dependent children) have a SIGNIFICANT FINANCIAL INTEREST, as defined above?

☐ Yes
☐ No

Certification*
I have reviewed the University of Pennsylvania Policy on Conflict of Interest Related to Research, effective August 24, 2012, and to the best of my knowledge, all Investigators with a SIGNIFICANT FINANCIAL INTEREST have been identified above.

The IRB recognizes that the Conflict of Interest question is repeated in the Continuing Review Form. The reason the question has been included in both places is that other offices in the University rely on the “ping” that is generated by the responses to this HSERA question. Once this question is completed on page 2, users should click the familiar blue “Next” button to proceed to the last page of the CR form.
HSERA Continuing Review Format Update Overview:
Scheduled July 5, 2016
Page 3 of the continuing review form will appear as follows:

You will see a link has been generated for the continuing review form that was attached on page 1 as well as locations to upload your accompanying documents. By checking the boxes for the types of documents you intend to attach, a familiar green “upload form” button will appear for you to attach your documents.

**PLEASE NOTE THAT THE WARNINGS THAT WERE PREVIOUSLY BUILT INTO THIS PAGE HAVE BEEN REMOVED ENTIRELY. THIS MEANS THAT IF YOU FORGET TO UPLOAD A DOCUMENT, THE SYSTEM WILL NOT AUTOMATICALLY PREVENT YOU FROM SUBMITTING.**

If you think your submission is missing a document, please contact the associated principal investigator and ask that they reject your submission (send back to “manage drafts”) so that you may attach the missing document and re-submit. If you think your submission is missing a document and you are submitting as the PI, please email the IRB staff and request that your submission be returned to you for edits (“items to be resubmitted”).

Please be mindful of uploading your documents under the appropriate document categories to improve IRB review processes.

Please note that by clicking “I accept” you are signing and submitting the application for review. If you are the PI and have created and submitted the CR, this means the submission will arrive in the IRB office for review. If you are study staff who has created and submitted on behalf of the PI this means the submission has been added to the PI's “My Submission Approvals” folder in HSERA—it has NOT been received by the IRB.