## **CONTINUING REVIEW – GENERATING PROGRESS REPORT**

To view, print or create PDF of progress report submitted during continuing review process:

1. Under Table of Contents (TOC) click IACUC and a list of available options will appear (see image below). Choose "Continuing Review Search".

Alert	Inbox	Te Action	
Protocol Actions	0	Transfer Ownership of Protocol to Another Researcher	Copy Protocol to N
Draft Protocols	0	Reports Protocol Reports	
Protocols in Review		AAALAC Compliance Reports	_
Continuing Reviews		Protocol Contact Reports	
Continuations in Review		Searches Protocol Search	-
De Novo Reviews		Funding Search	
Draft Amen <mark>d</mark> ment	0	Continuing Review Search	
Transfer Ownership	0	Amendment Search	
Animal Procurement		Register Search	

2. You will be given the option of entering filter(s). Here enter the protocol number, then click on search.

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Protocol Number	~	Contains	~
choose a filter	~		
choose a filter	~		
L			

3. Underneath the protocol number, under the column "Protocol Number" a hyperlink will appear. Click the hyperlink for the finalized progress report you want to print.

× Close Results	B Save	e Filters				
Protocol No 🔶	PI	Protocol Title	Approve Date	Status	Continuing Review Action	Renewa Finalizatio Date
						Date

4. The progress report will be generated so that you may view. Once generated you may print the report or save as PDF.