Creating a Renewal Submission

If you have an approved study and need to create a Renewal Submission, you can do so from the Study Details page.

1. From your Researcher Dashboard, click on Studies.

2. Search for the study for which you wish to create a Renewal Submission, and click on the study number. Please note: Study must be approved.

3. In the top right-hand corner of the Study Details page, click on the New Submission drop-down menu, and click Renewal.
Submission information will populate beneath the Submission Details tab. The person who creates the study is added as the Primary Contact by default, but this can be changed when editing the submission.

Click **Edit** to begin your submission.

Fill out your submission form, and when you're finished, click **Complete Submission** to begin the routing process.