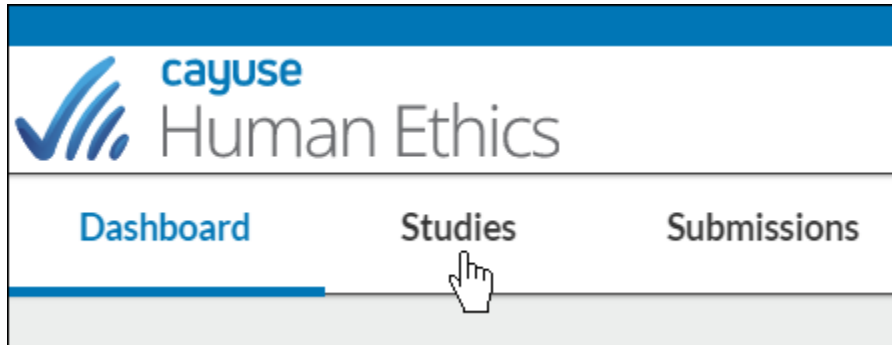


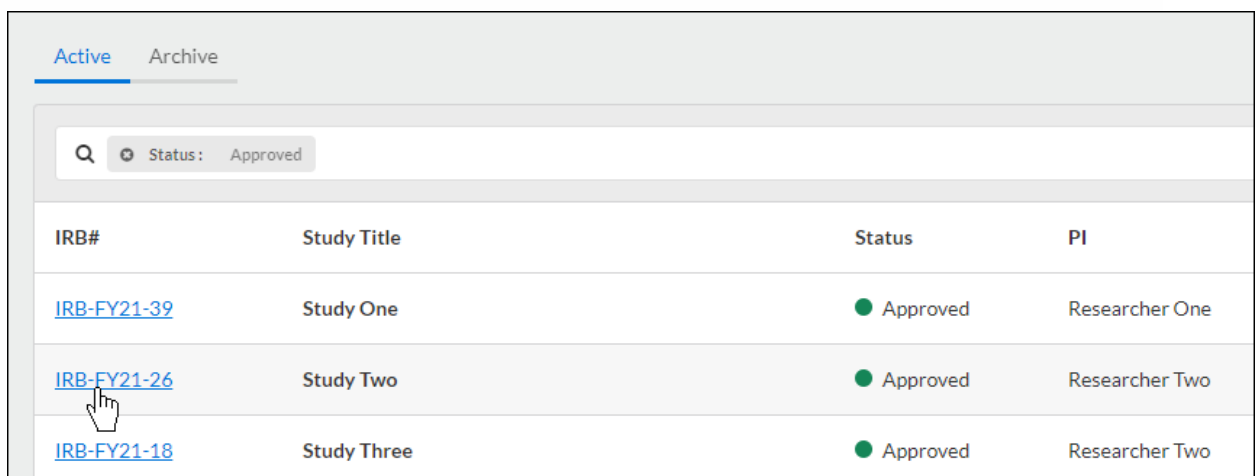
Creating a Renewal Submission

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**.

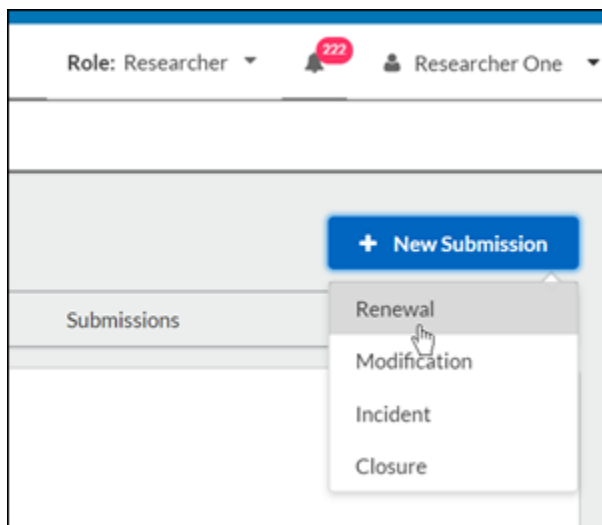


2. Search for the study for which you wish to create a Renewal Submission, and click on the study number. **Please note:** Study must be approved.


A screenshot of the Cayuse Human Ethics 'Active' tab. The page shows a search bar with a magnifying glass icon and a filter button labeled 'Status: Approved'. Below the search bar is a table with four columns: 'IRB#', 'Study Title', 'Status', and 'PI'. The table contains three rows of data. A hand cursor is pointing at the first IRB number, 'IRB-FY21-26'.

IRB#	Study Title	Status	PI
IRB-FY21-39	Study One	● Approved	Researcher One
IRB-FY21-26	Study Two	● Approved	Researcher Two
IRB-FY21-18	Study Three	● Approved	Researcher Two

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.

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