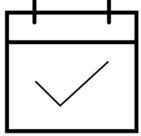




How to Create and Submit and Annual Renewal

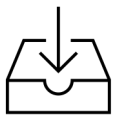
QUICK STEPS



- From the Manage Protocols window, under the **Continuing Review Date** and/or **Expiration Date** columns there will be dates showing application(s) are coming up for renewal.
- Select the application that needs to be renewed.
- Click on the **Title** to open the application.



- Click the **Renew** button on the upper right-hand corner of the screen and the **Renewal Coversheet** will appear.
 - Renewals can only be started if there are no other amendments or closure requests open.
 - If you need to make changes **and** renew a study, then click the **Renew & Amend** option.
- The coversheet will ask for the type of application you are submitting a request for: **Research Study** or **Course Ethics Application**
- Choose the type and complete the **Annual Renewal Coversheet**.
- If renewal is generated after the expiry date, answer **Yes** to “Has the Renew Application been generated after the study's expiry date?” and answer the lapsed application questions.



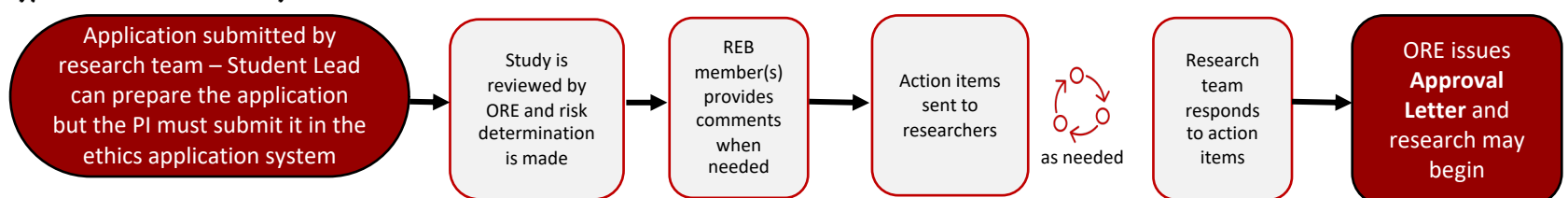
- On completing the renewal information, click **Notify PI to Submit**. This action sends an email to the PI to review the renewal and submit. If any errors occur on submitting due to incomplete fields, navigate through the sections and complete. Press the click **Notify PI to Submit** button again.
- Submitted applications will trigger an email notification and will go into **Read Only Mode**.



- Scroll to the top and confirm status on the Status bar.
- The Status Bar will indicate:
Submission Type= **Renewal**
Status = **Submitted for Review**
- Your renewal has been submitted - Press the **←Back** button within the application to return to home page.

APPROVAL PROCESS

For a typical minimal risk study...



Check out our other quick guides



New Application



Amendments



Change of PI



Annual Renewal



Close Request



Unanticipated Problem