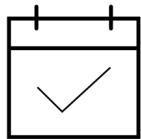




How to Create and Submit and Annual Renewal

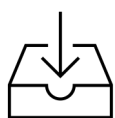
QUICK STEPS



- 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.



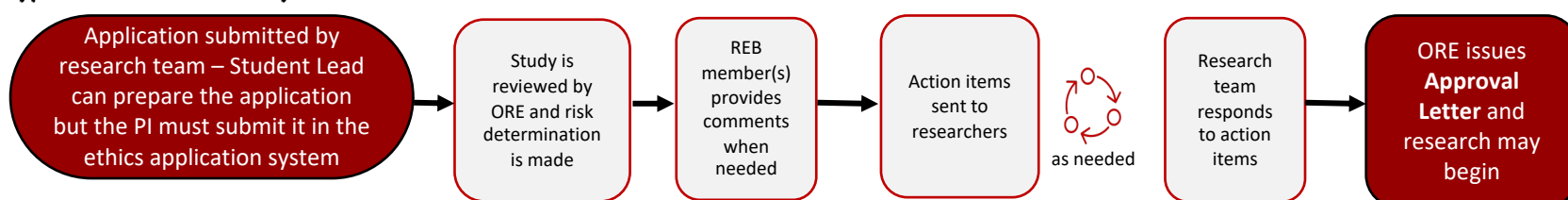
- On completing the renewal information, click the **Submit** button on the right-hand side of the screen. If any errors occur on submitting due to incomplete fields, navigate through the sections and complete. Press the **Submit** button again.
- Submitted applications will trigger an email notification 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