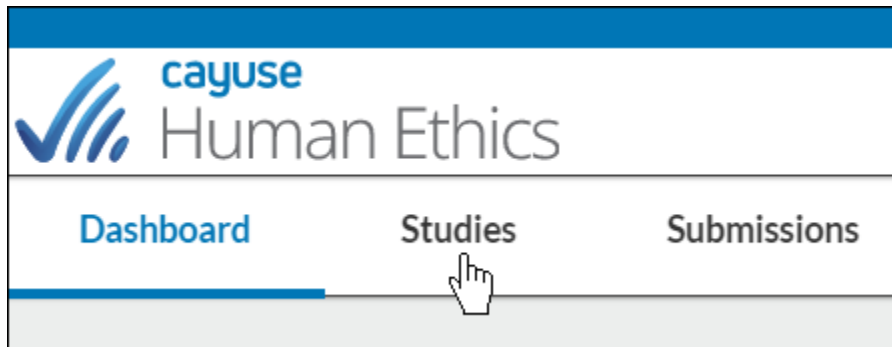


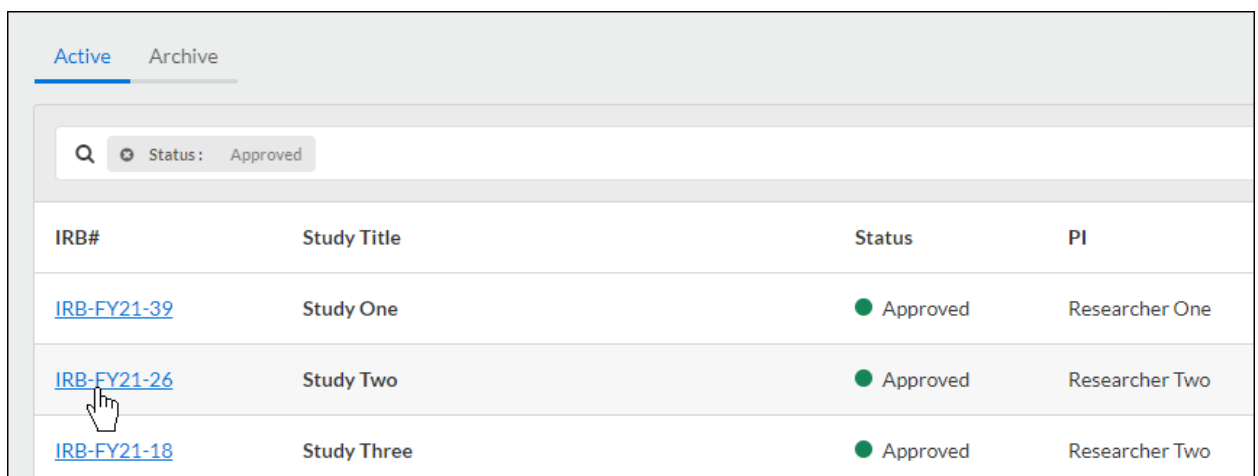
# Creating a Renewal Submission

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**.

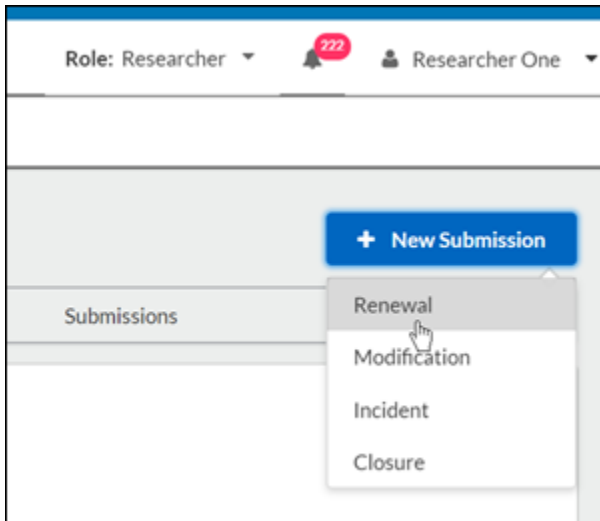


2. Search for the study for which you wish to create a Renewal Submission, and click on the study number. **Please note:** Study must be approved.

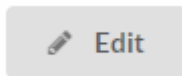
The image shows a screenshot of the 'Active' studies list in the Cayuse Human Ethics system. The page has tabs for 'Active' and 'Archive', with 'Active' selected. A search bar at the top contains a magnifying glass icon and the text 'Status: Approved'. Below the search bar is a table with four columns: 'IRB#', 'Study Title', 'Status', and 'PI'. The table contains three rows of data, each with a blue link for the IRB number. A mouse cursor is pointing at the link 'IRB-FY21-26' in the second row.

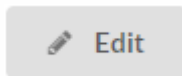
| IRB#                        | Study Title | Status     | PI             |
|-----------------------------|-------------|------------|----------------|
| <a href="#">IRB-FY21-39</a> | Study One   | ● Approved | Researcher One |
| <a href="#">IRB-FY21-26</a> | Study Two   | ● Approved | Researcher Two |
| <a href="#">IRB-FY21-18</a> | 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  to begin your submission.

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