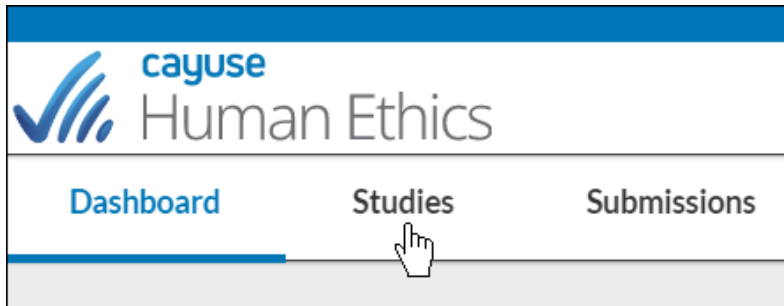


If you have an approved study and need to create a Renewal Submission, you can do so from the Study Details page.

## Creating a Renewal Submission

1. From your Researcher Dashboard, click on **Studies**.



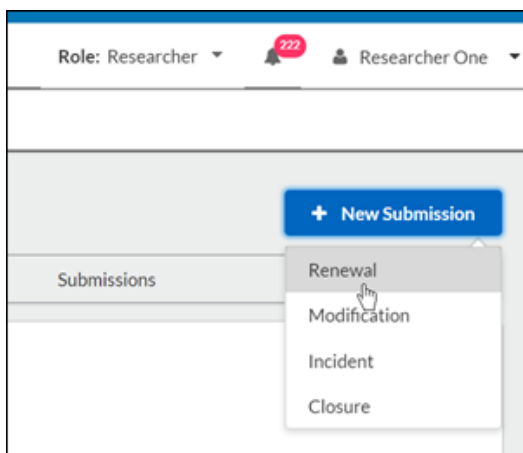
2. Search for the study for which you wish to create a Renewal Submission, and click on the study number. **Please note:** Study must be approved.



The screenshot shows the 'Studies' page with a search filter set to 'Status: Approved'. The table below lists three studies, all with a status of 'Approved'.

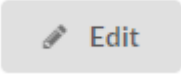
IRB#	Study Title	Status	PI
<a href="#">IRB-FY21-39</a>	Study One	● Approved	Researcher One
<a href="#">IRB-FY21-26</a>	Study Two	● Approved	Researcher Two
<a href="#">IRB-FY21-18</a>	Study Three	● Approved	Researcher Two

3. In the top right-hand corner of the Study Details page, click on the **New Submission** drop-down menu, and click **Renewal**.



## RENEWEL SUBMISSION

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.