

Use the **New Renewal/Amendment** submission type to simultaneously request a reapproval/renewal and an amendment to a currently approved research protocol.

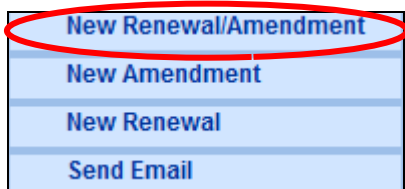
1. Click on **All Protocols** link:

[All Protocols](#) | [Pending Protocols](#) | [Pending PI Action](#)

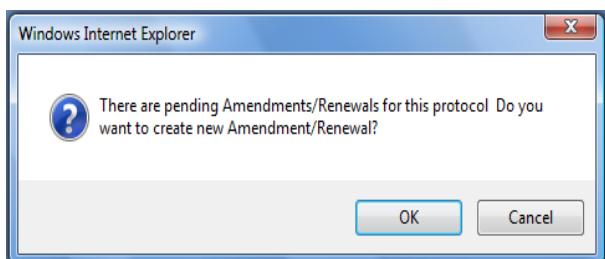
2. The list of protocols that are already approved displays. Select the protocol you wish to work with:

Protocol Number	Title	Status	Approval Date	Expiration Date
0901004565	Research Participant Perception of Care Project 1	Submitted to IRB		
0901004564A001	Research Participant Perception of Care Project 1	Amendment in Progress	2009/01/20	2010/01/19
0901004564	Research Participant Perception of Care Project 1	Active - Open to Enrollment	2009/01/20	2010/01/19
0901004563	Research Participant Perception of Care Project 1	Pending In Progress		
0901004562	Research Participant Perception of Care Project 1	Active - Open to Enrollment	2009/01/20	2010/01/19

3. Click on **New Renewal/Amendment** tab from the left hand column to open the Summary page.



4. The following window will appear if you have pending Amendments/Renewals for this specific protocol.



Click **OK** to continue (or click **Cancel** to return to prior screen).

5. Provide a summary of the renewal and amendments in the open box. Indicate the changes by checking off one or more of the available check boxes provided in the **Renewal Summary** window. This will open the protocol record for editing. You must click the **Add/Modify Attachments** box to upload the **Request for Renewal Form**. Click **Save**.

**Note\*\*** currently approved consent documents will be reviewed by the IRB with the request for reapproval if no new or modified consent documents are uploaded to replace the existing ones. The consent documents will be stamped with the new approval period after the IRB has approved the renewal.

6. Open up the corresponding tabs in the left hand column to make the requested changes. In the left-hand column, select the **Subjects** tab. Choose the subject population from the drop down menu.

Subject	Count
Employees	6

7. Click **Save** when complete. The change to add the subject population to the protocol is saved along with the renewal.

Subjects	
Subject	Count
Students	25
Employees	6

8. When all fields are updated click **Submit to the IRB.**

Note: See the [Renewal Quick Guide](#) for further details about uploading additional paperwork and submitting the information to the IRB.