

Use this submission type to request reapproval or renewal for a currently approved research protocol. If you need to make changes to the currently approved protocol, consent document(s) or other protocol documents at the time you're requesting reapproval/renewal, then you must use the Renewal/Amendment submission.

****Note**** Prior to starting your submission in Coeus eIRB, be sure to download and complete the Yale IRB Request for Reapproval Form (Form 5R) which is found at <http://www.yale.edu/hrpp/forms-templates/biomedical.html>. Save the completed form to your computer in a folder that houses other protocol related documents and correspondence.

To Request a Renewal:

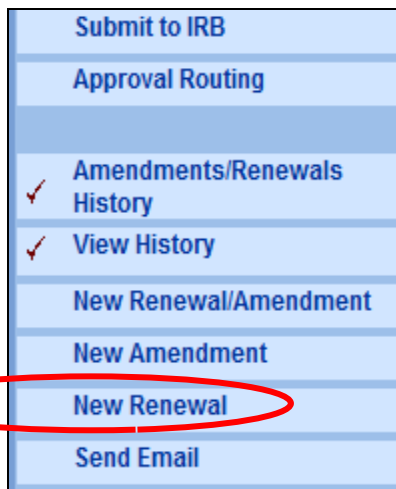
1. Click on My IRB Protocols.
2. Click on **All Protocols** link:

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

3. The list of protocols that are already approved displays. Note the Expiration Date column to the far right. 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

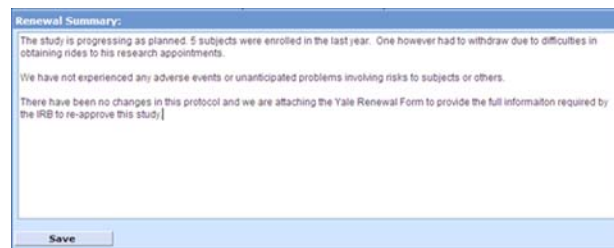
4. Click on **New Renewal**.



5. If there are pending amendments for the protocol, a window will pop up to indicate these submissions already exist, and inquire if you want to continue creating the renewal.

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

6. The **Renewal Summary** window displays.



7. You must provide a brief summary of the research progress in the window provided. Click **Save** when the summary is complete.
8. Your submission will be rejected if the Yale IRB Request for Reapproval Form (Form 5R) is not uploaded.
9. To upload the form click on the Attachments tab. This will bring up the list of Attachments in the Original Protocol.

Click on [Add New Document](#).

Note: If the renewal is the first electronic submission that you are performing on this protocol, then you will also have to upload all consent documents and the protocol application if the study is actively enrolling persons. This is the method by which the research documents will receive the requisite approval and expiration stamp.

- From the Document Type drop down menu, select **Request for Reapproval (Renewal)**.

Add New Document

Document Type:

File Name:

Save

Attachments in

Attachment Type

- Informed Consent Document
- Information Sheet
- Advertisement / Recruitment Brochure
- Protocol / Protocol Narrative
- Investigator Brochure
- Children's Assent Form
- HIPAA Research Authorization Form
- HIPAA Waiver of Research Authorization Form
- Compound Authorization Form
- Parental Permission Form
- Request for Reapproval (Renewal)**

- In the Description Field note that the document is a renewal and specify the date for easy reference. Click **Browse** to bring in the completed form that was saved to your computer file. Then click **Save**. The new document will be in a separate section from other documents in the original protocol. The document can be removed or modified until you submit it to the IRB.
- Click **Submit to IRB** to submit your request to the Yale IRB for formal review. Then click **Submit for Review**. You'll receive a notice that indicates that

All validation rules were passed. Click .

- The Renewal has been created. Note the **Renewal In Progress** located to the right of the number. The R00# indicates the sequential renewal number, e.g., the first renewal is R001, the second, R002 and so forth.

Protocol #:	0901004562R001 (Renewal in Progress)
Investigator:	Alfano, Sandra
Title:	Research Participant Perception of Care Project I
Last Updated:	2009-01-20 17:02:25.0 by Battles, Wendy

- You'll be asked if you wish to continue the submission process, click .

- The **Submission Details** screen displays.

Submission Details

Type: *Review Type:

Type Qualifier:

Submit

- From the **Type** drop down menu, select **Continuing Review/Continuation**

- Choose the appropriate **Review Type** and **Type Qualifier**.

- Click **Submit**. You'll be asked if you wish to submit the request. Click . Your submission is now on its way to the IRB.

- You'll then receive an email notification that will automatically be sent to the Principal Investigator and protocol correspondent. You can Add the names of others that you'd like to notify that the renewal submission has been sent to the IRB. You can also edit the message as appropriate. Click to distribute the email.

