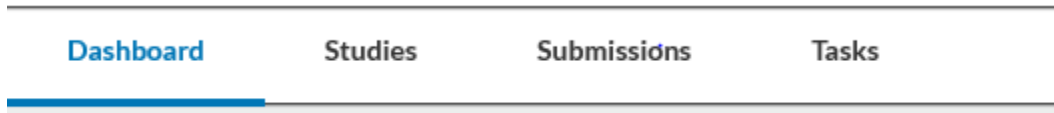


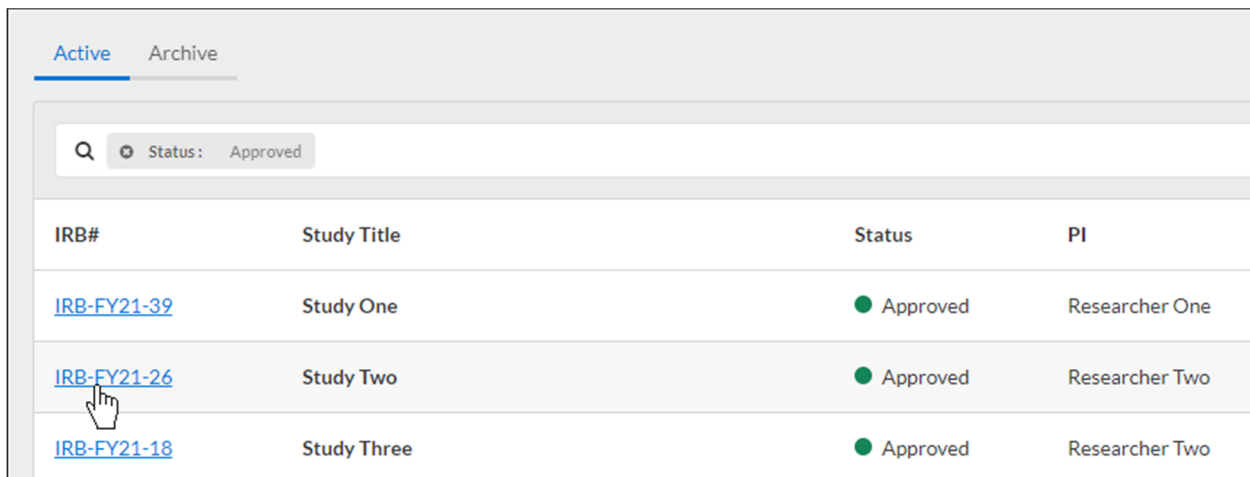
Creating a Renewal Submission

Purpose of this resource: To show SHSU investigators how to create a renewal submission in Cayuse IRB.

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



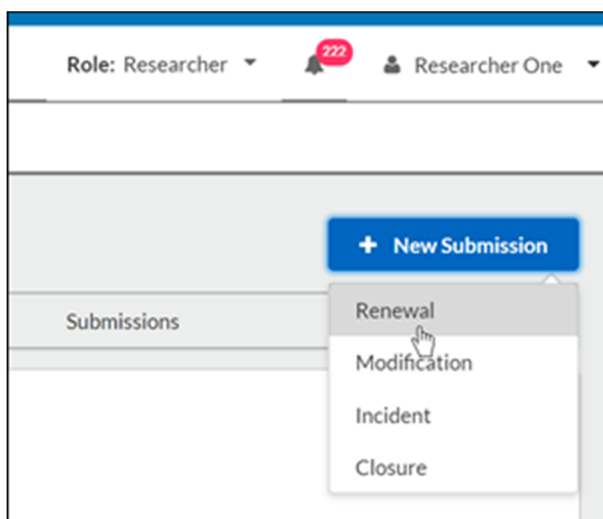
2. Find the study you would like to create a Renewal Submission on and click on the study number (the study must be approved).



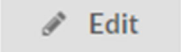
A screenshot of the 'Active' tab in the Cayuse IRB system. It shows a table of approved studies with columns for IRB#, Study Title, Status, and PI. A mouse cursor is hovering over the IRB# 'IRB-FY21-26'.

IRB#	Study Title	Status	PI
IRB-FY21-39	Study One	● Approved	Researcher One
IRB-FY21-26	Study Two	● Approved	Researcher Two
IRB-FY21-18	Study Three	● Approved	Researcher Two

3. On the Study Details page, click on **New Submission**. The drop-down menu will appear. Click on **Renewal**



On the Submission Details tab, submission information will populate. The individual that creates the study will be added as the Primary Contact. This can be changed when editing the submission.

Click  to start your submission.

After you fill out your submission form, click **Complete Submission** to initiate the routing process.