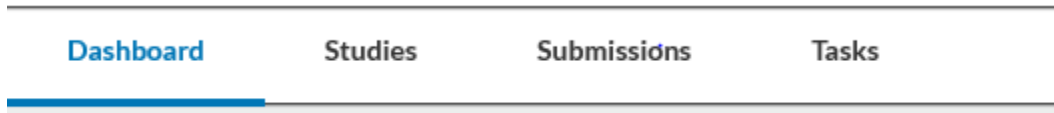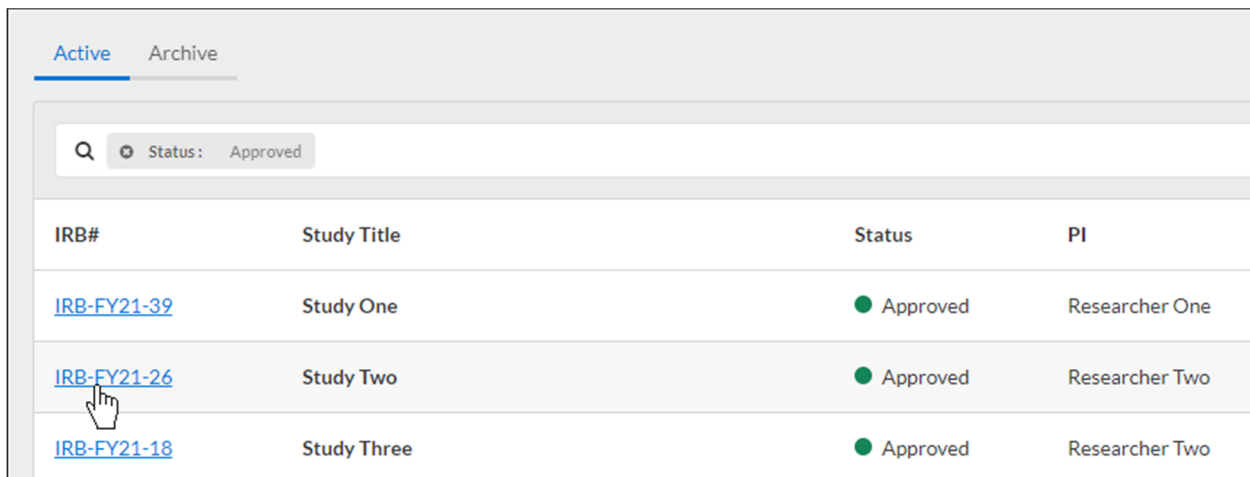# Creating a Renewal Submission

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

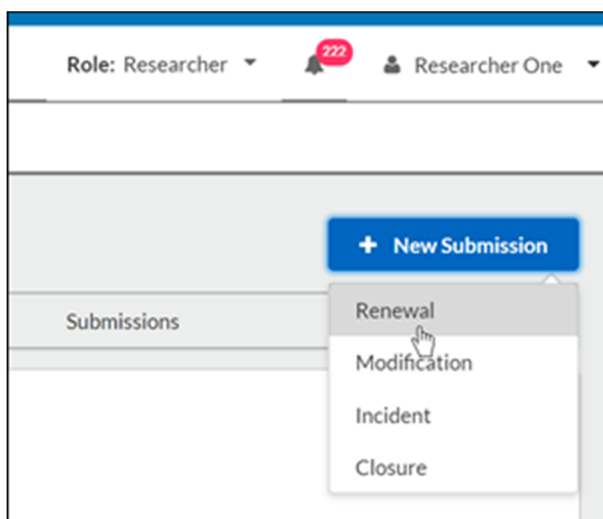1. From your Dashboard, click on **Studies**.

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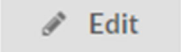

3. On the Study Details page, click on **New Submission**. The drop-down menu will appear. Click on **Renewal**

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 [✎ Edit] to start your submission.

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