

Submitting a Renewal

Cayuse IRB

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Link: [Cayuse IRB Log-In](#)


How to use this tutorial


- This tutorial is for researchers (PIs) who **already have an approved** IRB protocol and wish to submit a renewal.

+ New Study

 **0**
In-Draft

 **0**
Awaiting
Authorization

 **0**
Pre-Review


 **0**
Under Review

My Studies

HSR-22-23-68	Test Study
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[View All](#)

My Tasks


All Tasks Complete

Submissions by Type

Renewal	0
Initial	1
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

Approved Studies

HSR-22-23-68	Test Study
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Studies Expiring in 30 days ▾

Expired Studies

Click to access the study you want to close



+ New Submission

Study Details

Submissions

Approved

HSR-22-23-68 Test Study

PDF Delete

Approval Date: 08-17-2022	Expiration Date: N/A	Organization: Child & Adolescent Studies Current Policy Post-2018 Rule	Active Submissions: N/A Sponsors: N/A
Admin Check-In Date: N/A	Closed Date: N/A		

You'll be taken to this page.
Click on the blue button for
"+ New Submission"



Key Contacts ⓘ

Attachments

Team Member	Role	Number	Email
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Study Details

Submissions

+ New Submission

- Renewal
- Modification
- Incident
- Closure

Select **Renewal**

Approved

HSR-22-23-68 Test Study

PDF Delete

Approval Date: 08-17-2022	Expiration Date: N/A	Organization: Child & Adolescent Studies	Active Submissions:
Admin Check-In Date: N/A	Closed Date: N/A	Current Policy: Post-2018 Rule	Sponsors:

Key Contacts ⓘ Attachments




Team Member	Role
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Renewal = extending the study for up to a year, before the approved protocol expires.
Modification = submitting a change or amendment to the protocol
Incident = reporting an adverse event
Closure = you are finished collecting data for the study



Unsubmitted

Renewal
HSR-22-23-68 - Test Study

 Edit  PDF  Delete

You're taken to this page.
Click on "Edit" to provide a
final progress report to close
out the study.



PI:
Current Analyst:
N/A
Decision:
N/A
Policy:
2018 Rule
Review Board:
N/A
Meeting Date:
N/A

Required Tasks:
[Complete Submission](#)

Approvals Task History Attachments

Research Team

Name	Role	Result	Date



Sections

Renewal Request f... ✓

Routing
Send to PI for certification? ▾

COMPLETE SUBMISSION ▶

Renewal Request for Continued Approval

1. Fill out the form

IMPORTANT INFORMATION ABOUT IRB RENEWAL APPLICATIONS: If you wish to continue your research study involving the use of human subjects or collecting data your project must be reviewed by the IRB before the project's expiration date. Please submit this renewal request at least 30 days prior to the project expiration date.

Any changes to the protocol which have occurred since the initial review or the last renewal/approval date must be reported in this renewal request. University and federal guidelines prohibit the use of human participants beyond the IRB approval expiration date.

* Do you wish to make any changes for collecting data, or recruitment of participants?

- Yes
- No

Do you wish to make any changes in research personnel?

- Yes
- No

in the consent form?

- Yes
- No

2. When you have completed the "Renewal Request for Continued Approval" form, click on "Complete Submission"



SUBMISSION ROUTING

Are you sure you want to continue?

CANCEL

CONFIRM

Renewal Request for Continued Approval

IMPORTANT INFORMATION ABOUT IRB RENEWAL APPLICATIONS: If you wish to continue your research study involving the use of human subjects or collecting data your project must be reviewed by the IRB before the project's expiration date. Please submit this renewal request at least 30 days prior to the project expiration date.

Any changes to the protocol which have occurred since the initial review or the last renewal/approval date must be reported in this renewal request. University and federal guidelines prohibit the use of human participants beyond the IRB approval expiration date.

* Do you wish to make any changes for collecting data, or recruitment of participants?

- Yes
- No

* Do you wish to make any changes in research personnel?

- Yes
- No

* Are you requesting any changes in the consent form?

Click on
"CONFIRM"





Awaiting Certification

Renewal

HSR-22-23-68 - Test Study

Routing:

PI: Current Analyst: Decision:
N/A N/A N/A

Review Type: Review Board: Meeting Date:
N/A N/A N/A

You will then be redirected to the submission details page. You will need to “**CERTIFY**” to finalize the submission. Certification says you knowingly mean to take this action (to renew, amend/modify, or close).



Approvals Task History Attachments

Research Team

Name	Role	Result	Date
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Certify



As Principal Investigator of this study, I assure the IRB that the following statements are true:

The information provided in this form is correct.

I have evaluated this protocol and determined that I have the resources necessary to protect participants, such as adequate funding, appropriately trained staff, and necessary facilities and equipment.

I will seek and obtain prior written approval from the IRB for any substantive modifications in the proposal, including changes in procedures, co-investigators, funding agencies, etc.

I will promptly report any unexpected or otherwise significant adverse events or unanticipated problems or incidents that may occur in the course of this study.

I will report in writing any significant new findings which develop in the course of this study which may affect the risks and benefits to participation.

I will not begin my research until I have received written notification of final IRB approval.

I will comply with all IRB requests to report on the status of the study.

I will maintain records of this research according to IRB guidelines.

The grant that I have submitted to my funding agency which is submitted with this IRB submission accurately and completely reflects what is contained in this application.

In the case of student protocols, the faculty adviser and the student share responsibility for adherence to policies.

If these conditions are not met, I understand that approval of research could be suspended or terminated.

Cancel

Confirm

After you have clicked “**Certify**” under the Submission Details page, review the PI Certification Statement. After you read the statement click “**Confirm**”





Under Pre-Review

Renewal

HSR-22-23-68 - Test Study

View PDF Delete

PI:	Current Analyst:	Decision:
	N/A	N/A
Review Type:	Review Board:	Meeting Date:
N/A	N/A	N/A

Approvals Task History Attachments

Research Team

Name	Role	Result	Date

After you have certified and confirmed your submission, you will notice your study is **“Under Pre-Review”** which means it’s with the IRB office to officially begin the review process. You and any co-PIs should receive an email confirmation of the action and submission type you’ve just submitted.



If you have any issues or questions, please contact

IRB Office: irb@fullerton.edu
or **(657) 278-7719**