Renewing an Existing Study (1)

Follow the below steps to renew your existing study through IRBIS.

Please note: This will require that you complete the entire online application form. Therefore, please allow sufficient time prior to the date when your current IRB approval will expire to both complete the renewal information and online application and allow for time for the IRB renewal review process.

Once logged in, the home screen is prompted. Your active studies/protocols will be found under My Studies.
Renewing an Existing Study (2)

Once you click on My Studies, a screen with all active studies will be prompted. You may also choose the Renewal option under Create New Submission. Click on the Reference ID of the protocol you want to renew.

The IRB Study Management screen will be prompted. Choose Submit a Renewal.
Start the process by completing the Post Approval Submissions items. The Renewal Action Requested will prompt you to indicate the status of the study.

Note: Choosing the data analysis only option means a much abbreviated protocol is needed. Importantly, once you choose this option and submit the renewal, this cannot be undone or changed. Therefore, you should be certain of this status when choosing data analysis only.
Renewing an Existing Study (4)

Complete the Progress Report and Continuing with Renewals. This will complete the renewal information.
Renewing an Existing Study (5)

The next steps will require that you complete the online application form completely. **It is not recommended that you copy & paste from the current application form as the MS Word formatting can cause problems upon pasting into IRBIS.** The online application has more questions and each question will need to be answered. You cannot submit the renewal until the entire online application is complete.

Complete all items. After each item choose **Save and Continue**.
Renewing an Existing Study (6)

The online application will continue to expand as you add information. For assistance you will find additional user manuals for how to complete the online application on the Compliance Office IRBIS website.
Renewing an Existing Study (7)

As you continue through the online application the Consent Forms Item List will appear after you have completed Part D. The Consent Process. You will need to upload the consent document(s) that will be used going forward. It is understood that these will not be new consent forms in the context of your study, but these will be new consent forms in the context of this IRBIS renewal application.

In addition, all previously approved/currently approved study materials will need to be uploaded in the Attachments section.

Once all materials have been uploaded you may Proceed to Submit. This will initiate the renewal process. You will receive notification by email when the renewal process is complete. You may check the routing status from your Home/Dashboard.