

# Creating & Submitting a Renewal

On your Dashboard, click "View All" to view your studies.

The dashboard shows the following study counts: 11 In-Draft, 2 Awaiting Authorization, 5 Pre-Review, and 0 Under Review. A 'View All' button is highlighted with an orange arrow and text: "On your dashboard, click View All to view your studies".

Category	Count
In-Draft	11
Awaiting Authorization	2
Pre-Review	5
Under Review	0

My Studies	My Tasks	Submissions by Type
IRB-FY21-64: new study test	IRB-FY21-35: Certify Submission	Renewal: 1
IRB-FY21-63: study #4	IRB-FY20-22: View Submission	Initial: 16
IRB-FY21-57: test study #3	IRB-FY20-22: Certify Submission	Modification: 3
IRB-FY20-31: Reviewer's Choice	IRB-FY21-35: Complete Submission	Incident: 2
IRB-FY21-21: For internal use only?	IRB-FY21-64: Complete Submission	Withdrawal: 0
		Closure: 0
		Legacy: 0

Choose the study for which you wish to submit a Renewal.

The 'Studies' page displays a table with the following data:

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
IRB-FY21-64	new study test	Unsubmitted	Amanda Boone	N/A	N/A	07-28-2021
IRB-FY21-63	study #4	Unsubmitted	null	N/A	N/A	07-28-2021
IRB-FY21-57	test study #3	Unsubmitted	null	N/A	N/A	07-12-2021
IRB-FY21-55	test study	Unsubmitted	null	N/A	N/A	06-28-2021
IRB-FY21-54	new study	Unsubmitted	null	N/A	N/A	06-28-2021
IRB-FY21-47	How to Avoid Common Pitfalls on the Road to IRB Approval	Under Review	Diane Director-IRB	N/A	N/A	05-13-2021
IRB-FY21-40	Bad Research	Under Review	Mary Beth Goodnight	N/A	N/A	04-12-2021
IRB-FY21-35	MRI Review Test	Approved	Diane Director-IRB	01-24-2022	N/A	01-25-2021
IRB-FY21-32		Unsubmitted	Diane Director-IRB	N/A	N/A	01-22-2021

An orange arrow points to the IRB-FY21-32 row with the text: "Choose the study you wish to submit a Renewal for".

Select "New Submission" then click on "Renewal".

The 'Study Details' page for IRB-FY20-22 (Cool Research) shows a 'New Submission' button. A dropdown menu is open, showing options: Renewal, Incident, and Closure. An orange arrow points to the 'Renewal' option with the text: "Select 'New Submission' then click on 'Renewal'".

Key Contacts	Attachments	Flags	
Team Member	Role	Number	Email

Click "Edit" to start working on your Renewal.

Role: Researcher | Diane Director-IRB

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

SUBMISSION DETAILS | IRB NUMBER: IRB-FY20-22 | **Cool Research - Renewal**
CREATE PDF | COMPARE | SAVE

**Sections**

- Continuing Review

**Be sure to answer all questions**

**\* Study Status**  
 Select the current study status.

- Enrollment of participants is ongoing and participants continue to undergo study procedures
- Enrollment of new participants is permanently closed, but enrolled participants continue to undergo study procedures
- Remaining research activities are limited to data analysis (enrollment is closed and all participants have completed study procedures)

**Study Enrollment**  
 Provide the following information

\* How many participants were enrolled in the study in the last 12 months.

?

Role: Researcher | Diane Director-IRB

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

1 In-Draft (Submission is with researchers) | 2 Awaiting Authorization (Submission is awaiting certification or approval) | 3 Pre-Review (Submission is being prepared for review) | 4 Under-Review (Submission is with reviewers)

**Unsubmitted**  
**Renewal**  
 IRB-FY20-22 - Cool Research

Edit | PDF | Delete

**Click "Edit" to start working on your renewal**

PI: Diane Director-IRB | Current Analyst: N/A | Decision: N/A | Policy: Post-2018 Rule | Required Tasks: [Complete Submission](#)  
 Review Type: N/A | Review Board: N/A | Meeting Date: N/A

Approvals | Task History | Attachments

Research Team

?

Once complete, be sure to click on "COMPLETE SUBMISSION" to send your Renewal to the key personnel for certification.

Role: Researcher | Diane Director-IRB

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

SUBMISSION DETAILS | IRB NUMBER: IRB-FY20-22 | **Cool Research - Renewal**
CREATE PDF | COMPARE | SAVE

**Sections**

- Continuing Review
- Routing (Send to PI for certification?)
- COMPLETE SUBMISSION**

**Once complete, be sure to click on "COMPLETE SUBMISSION" to send your renewal to the PI for certification**

**\* Current Assessment of Risks and Benefits**  
 Describe the current assessment of the risk/benefit relationship of the research.

**\* Interim Findings**  
 Describe any significant preliminary observations / interim findings during the last approval period.

?

All key personnel (PI, Co-PI, and/or Faculty Sponsor) must certify the submission before it can be submitted.