

## CAYUSE | HUMAN ETHICS

### SUBMITTING A STUDY RENEWAL

*This guidance is for investigators who wish to continue work on already submitted and approved by the IRB/ORS.*

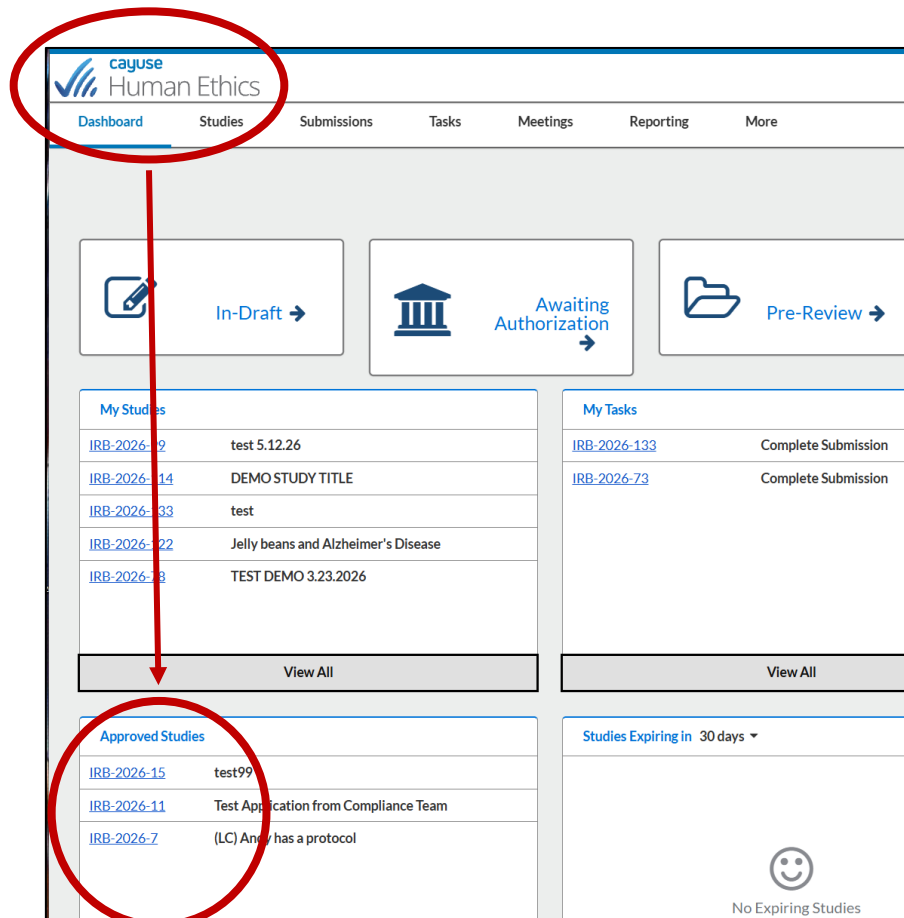
#### Important Considerations

- Renewals should be submitted **at least 30 days** before the expiration or study administrative check-in date to allow time for processing and response to reviewer feedback.
- Human research activity that continues past a study's expiration date is considered out of compliance
- The most common reasons Renewal applications are held from approval are (a) some research personnel have expired CITI training and (b) the study has exceeded approved enrollment

#### Key Steps

##### 1) Identify the Study to be Modified:

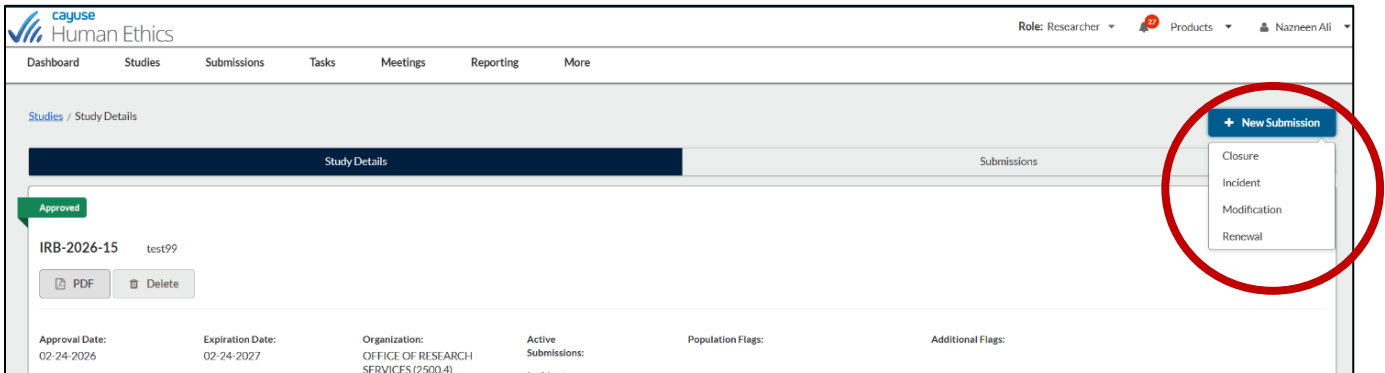
- When logged into Cayuse, under the *Human Ethics* module and *Researcher* role, locate your **Approved Studies** in the lower left corner of the Dashboard
- Select the study to be modified



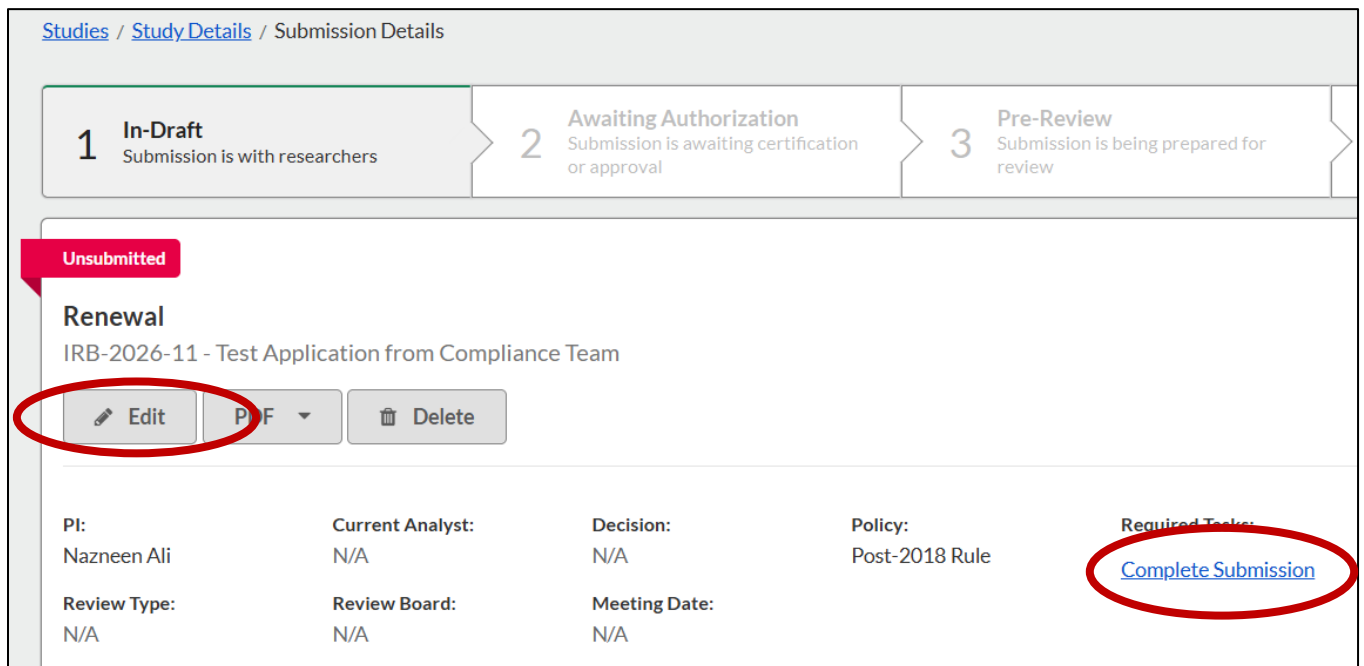
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- 2) **Create a new Renewal submission:** In the upper right corner of the Study Details page, select **+New Submission**; a drop-down list of eligible submissions for that study will appear, select **Renewal**



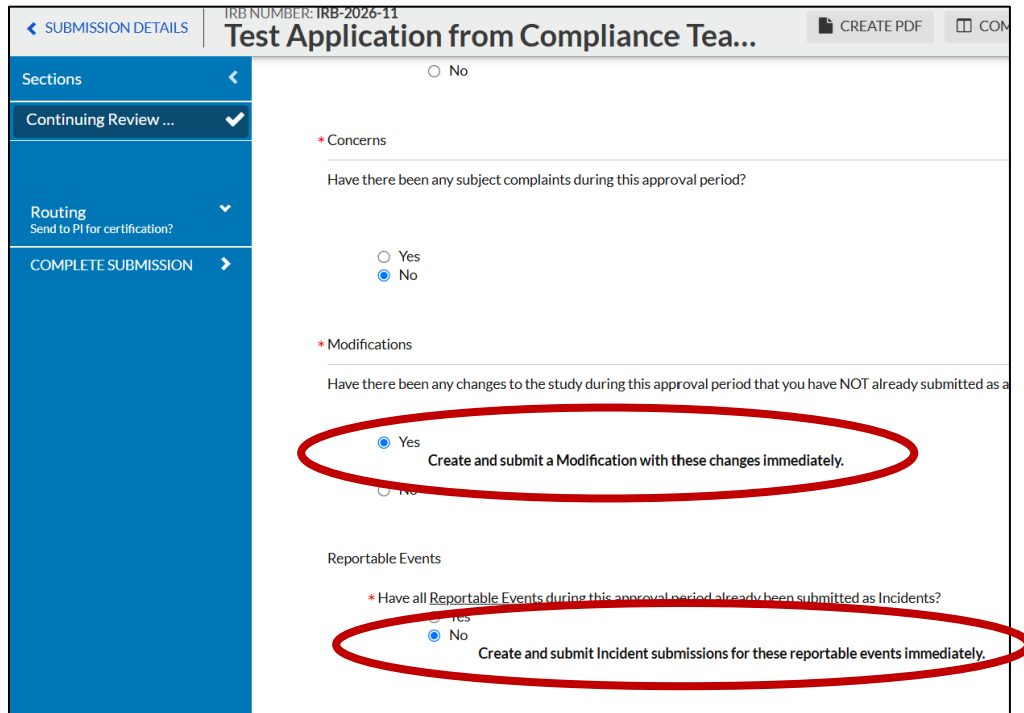
- 3) **Fill in Application:**
  - a. On the Submission Details page, select either **Edit** or **Complete Submission** to start the application process



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- b. The **Continuing Review** section asks several questions relevant to the current status of the study; two questions, if answered in a specific way, require immediate and separate action.



IRB NUMBER: IRB-2026-11

Test Application from Compliance Tea...

Sections

Continuing Review ... ✓

Routing  
Send to PI for certification?

COMPLETE SUBMISSION >

○ No

\* Concerns

Have there been any subject complaints during this approval period?

○ Yes  
● No

\* Modifications

Have there been any changes to the study during this approval period that you have NOT already submitted as a

● Yes  
○ No

Create and submit a Modification with these changes immediately.

Reportable Events

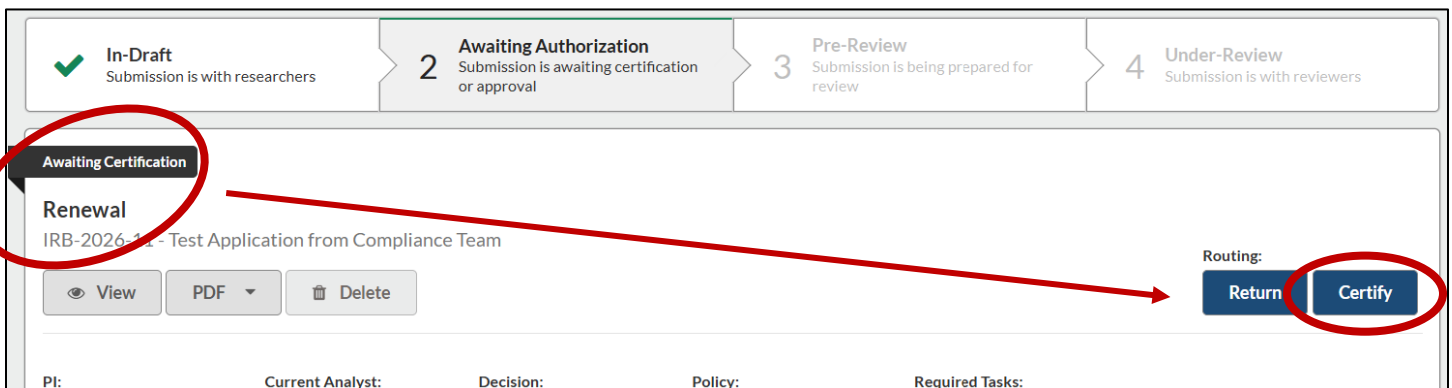
\* Have all Reportable Events during this approval period already been submitted as Incidents?

○ Yes  
● No

Create and submit Incident submissions for these reportable events immediately.

#### 4) Save, Complete, and Certify Submission:

- a. Click the green **Save** button in the upper right corner of the page and, when ready, select **Complete Submission** at the bottom the left-side menu
  - i. **NOTE:** A system pop-up may appear, select Confirm to continue
- b. This will route back to the Submission Details page where the submission is Awaiting Certification; select the **Certify** button on the upper right side of the page to submit your Renewal application



✓ 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

Awaiting Certification

Renewal

IRB-2026-11 - Test Application from Compliance Team

View PDF Delete

Routing: Return Certify

PI: Current Analyst: Decision: Policy: Required Tasks: