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.