

IRB Protocol Renewal Submission Cheat Sheet

Renewal – to continue your study for another year, you must submit a renewal and receive approval before activity can continue. Cayuse IRB will automatically remind you of upcoming expirations.

Making a 'New' Renewal Submission:

1. If you need to submit a request to renew your study, login to Cayuse IRB using your CSUEB username and password (<https://csueastbay.cayuse424.com>) and select your study under *My Studies*.

The screenshot shows the Cayuse IRB dashboard for a user with the role of 'Researcher'. At the top right, there is a '+ New Study' button. Below this, four status cards are displayed: 'In-Draft' (0), 'Awaiting Approval' (1), 'Pre-Review' (0), and 'Under Review' (1). The 'My Studies' section is circled in red and contains a table with the following data:

Study ID	Study Title
TR-15-16-19	Study Title Goes Here
TR-15-16-17	April test
TR-15-16-16	try again

Other sections include 'My Tasks' with a 'View Submission' link for TR-15-16-16, and a 'Submissions by Type' table:

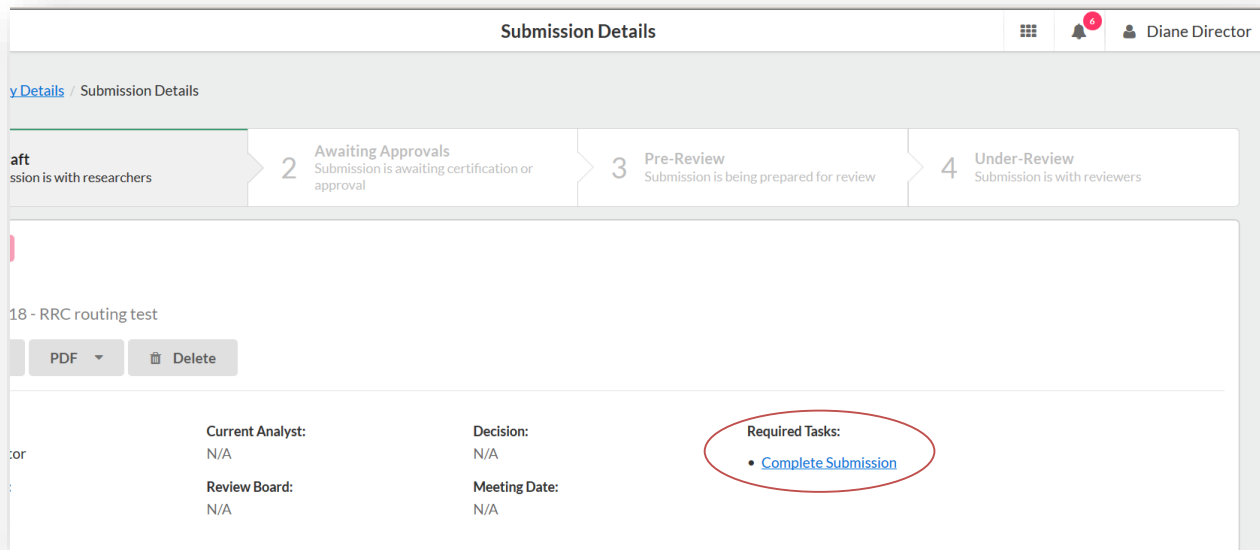
Submission Type	Count
Initial	3
Withdrawal	0
Modification	0
Renewal	0
Incident	0
Closure	0
Legacy	0

2. Select *New Submission* and choose the appropriate application for your circumstance.

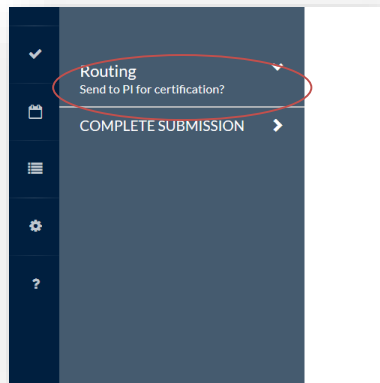
The screenshot shows the 'Study Details' page for study TR-15-16-17 (April test). The status is 'Approved'. A 'New Submission' button is circled in red, and its dropdown menu is open, showing the following options: 'Renewal', 'Modification', 'Incident', and 'Closure'. Below the submission options, the study details are listed:

Field	Value
Approval Date:	04-14-2016
Expiration Date:	04-30-2016
Organization:	Office of Research Affairs, Physical Therapy
Active Submissions:	N/A

- Just like the initial submission, your new submission will have a list of Required Tasks for you to complete before you can submit.



- Enter the required information and select COMPLETE SUBMISSION >



5. You will need to confirm the submission and will be brought back to your Submission Details. Click Certify to “sign” the submission and send it to the IRB.

Submission Details

Submission Details

Researchers

2 Awaiting Approvals
Submission is awaiting certification or approval

3 Pre-Review
Submission is being prepared for review

4 Under-Review
Submission is with reviewers

Routing:

Return **Certify**

Current Analyst: N/A	Decision: N/A	Required Tasks: N/A
Review Board: N/A	Meeting Date: N/A	

For questions, please contact Tina Avilla at (510) 885-4476 or irb@csueastbay.edu.