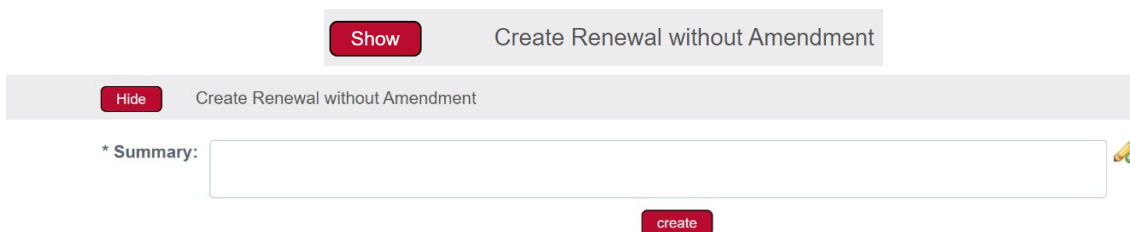


Streamlyne IRB Tip Sheet

Creating and Submitting a Renewal (Continuing Review)

1. The PI or the protocol creator must renew approval of a protocol if required by the IRB. The review process for renewals is like the review process for initial submissions. This tip sheet will only cover the differentiators specific to creating and submitting a renewal.
2. The recommended way to initiate a renewal is from within the existing, active protocol: Protocol Actions > Request an Action > Create Renewal without Amendment.



The screenshot shows a user interface for creating a renewal. At the top, there is a button labeled "Show" and a link "Create Renewal without Amendment". Below this, there is a button labeled "Hide" and another link "Create Renewal without Amendment". A text input field is labeled "* Summary:" and has a small icon to its right. Below the input field is a button labeled "create".

3. Describe the progress of the project in the Summary field.
4. Click the Create button. Streamlyne will open a new Renewal in Progress document.
5. Click on the **Questionnaire** to complete the Renewal Questionnaire. You **MUST** complete this before submitting the renewal.
6. Upload any other required documents (e.g. Protocol Deviations Report, Abstracts/Publications, COI Management Plans, etc.) as per **IRB Submission Checklist**.
7. When ready to submit, click Protocol Actions > Request an Action > Submit for Review.
8. Complete the required fields of **Submission Type** (Amendment) and **Submission Review Type** (e.g., **Minimal Risk**).
9. For Minimal Risk and Expedited (federally funded) protocols, a Checklist will display. Select all categories that apply to your study.
10. Click the Submit button to submit your renewal into the IRB workflow.