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.

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.