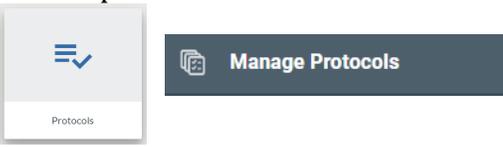# How to Renew or Amend an Approved IRB Protocol

1) Navigate to your approved protocol.

How do I do that?

| |
|---|
| Follow the link in a Kuali notification email OR |
| • Log into Kuali Protocols using your CSU eID and password
• Click the Protocols tile
• Choose Manage Protocols menu option |

2) Click on the appropriate protocol title in the list.

There may be multiple entries for the same project if other protocol actions have been initiated since the last approval. Look at the Status column to identify which line you should click on.

Status

● Approved

● Revisions In Progress
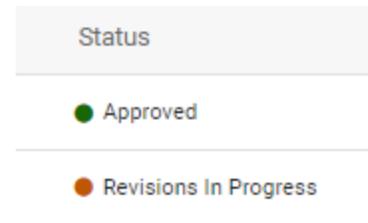
- o If you have already started a renewal/amendment protocol action, you will find it here as Renewal/Amendment in Progress. Only one renewal/amendment can be active at a time.
- o If you have not started a renewal/amendment yet, look for the version that says Approved.

3) Click on the appropriate option in the right-hand menu:

Amend

Renew

Renew & Amend

Action Items Summary

Admin Notes & Files

Request Close

Print
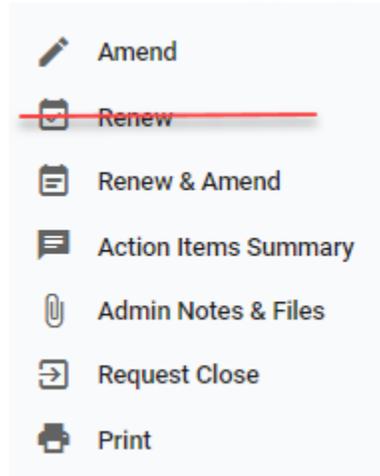
Amend: Choose this option when you need to update or edit your approved project and it is more than 45 days until the posted expiration date.

Renew & Amend: Choose this option when you it is within 45 days of your expiration date and you need to renew or amend.

Due to limitations with review and processing, please do not choose Renew. If you simply need to renew without changes, still choose Renew & Amend.

Notes:

- *The expiration date is listed in the Protocol Information box at the top of the main protocol page.*
- *The PI is the only person that can initiate the amendment or renewal process, but protocol personnel with Full Access are able to edit an amended/renewed protocol.*

Now there are multiple versions.

How does it work?

When an Amendment or Renew & Amend is initiated it creates a temporary, separate protocol version with the same protocol number as the original. Once it is approved, both versions are merged.

You can review/verify which version of the protocol is displayed by choosing the version from the Selected Version drop-down. This helps you review previous versions and changes throughout the protocol history.

Selected Version:

7 | Renew/Amend | In Progress

7 | Renew/Amend | In Progress

6 | Renewal | Abandoned

5 | Renewal | Revisions Required

4 | Renewal | Revisions Required

3 | Renewal | Revisions Required

2 | Initial | Approved

4) Complete the requested prompts including:
- Current Protocol Status
- Enrollment Status
- Progress of the Human Research
- Renewal Questionnaire
- Amendment Overview
  If no amendments are being made, simply indicate that in the amendment prompts.
- Updates to the main protocol form and attachments, if necessary.

5) Submit!

Note: The PI is the only person that can "Submit" an amended or renewed protocol. Investigators with Full Access can Notify PI to Submit from the right-hand menu.

🔔 Notify PI To Submit