

## To Close “Expired” Projects

1. Log in to the IBC Database (<https://protocols.research.colostate.edu/rco/>) and go to your Project list. The expired approvals will say “Expired” in the Status column.

Action	Status	Approval Number	Renewal Number	Title	Expires	Closure	Amendment	Renewal
<a href="#">View</a>	Expired	16-123B	0	Example PARF	2018-11-07	<a href="#">Close</a>	<a href="#">Amend</a>	<a href="#">Renew Now</a>

2. Click “Close” to close the approval.
3. You will be asked to confirm the closure, click “Yes”

### Close Project Approval

[Logout](#) | Return to: [Main Menu](#)

Please confirm that you want to close the agent approval for Example PARF

[Yes](#), I want to close this PARF

[NO](#), I do not want to close this PARF

4. Repeat steps 2-3 for each Expired PARF that you wish to close.

## To Renew “Expired” Projects

1. Click “Renew Now” to renew the approval.
2. You will be asked to confirm the renew, click “Yes”

### Renew Project Approval

[Logout](#) | Return to: [Main Menu](#)

Your approval for Example PARE will expire on 2018-11-07

Please confirm your intentions:

[Yes](#), I want to renew this PARF now

[No](#), I do not want to renew this PARF at this time

If you want to close this PARF, return to [your list of approved PARFs](#) and close this one.

3. You will see the following message

**Renew Project Approval: Results**

[Logout](#) | Return to: [Main Menu](#)

Your previous project approval for Example PARF was closed and a new record was generated and marked as saved in the database.

**IMPORTANT:** You need to go to your [List of PARFs](#), edit the new record for this project (current marked with status of 'Renewing') and submit it for review.

---

Return to [Project Approvals List](#) or [Main Menu](#)

4. Click “List of PARFs” and find the Project in “Renewing” Status they are probably all pink and look like this:

Action	Status	Approval Number	Renewal Number	Title	Expires	Closure	Amendment	Renewal
<a href="#">Edit</a>	Renewing	16-123B	1	Example PARF		<a href="#">Close</a>	<a href="#">Amend</a>	

5. Click on “Edit”; scroll through the form and make sure everything is accurate, at the bottom of the page you will see this:

**Done! You may either submit to RCO for review or save your work and finish it later. Select your choice before clicking Continue**

Submit for IBC review   Save for further editing

---

**NOTE!!!** The Default is “Save for further editing”, click the radio button for “Submit for IBC review” and then click continue!

6. Now go back to your Project list and your submitted renewals will look like this:

Action	Status	Approval Number	Renewal Number	Title	Expires	Closure	Amendment	Renewal
<a href="#">View</a>	Submitted	16-123B	1	Example PARF		<a href="#">Close</a>	<a href="#">Amend</a>	