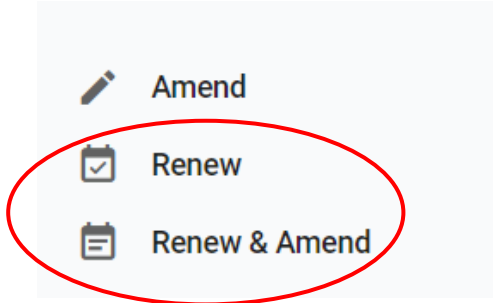
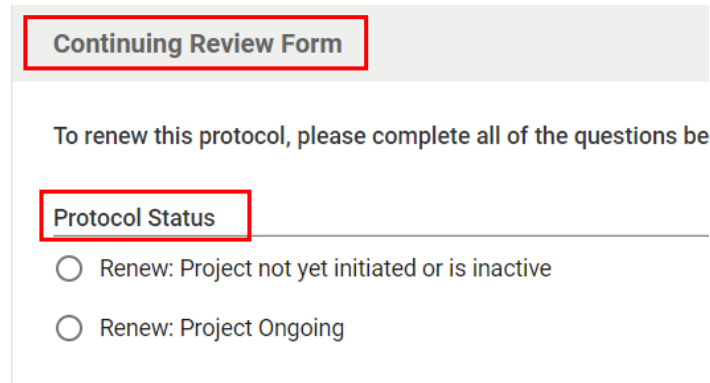


CRB Study: How to Submit a Continuing Review (aka, annual renewal) in KP

Log into KP with your CSU EID and password. Then click on the protocol you need to renew. When that protocol comes up on the screen, look on the right-side menu and choose 'Renew' OR if changes are needed to your study 'Renew & Amend'.



Once you do that, you can fill out the Continuing Review (CR) Form by answering all the questions.



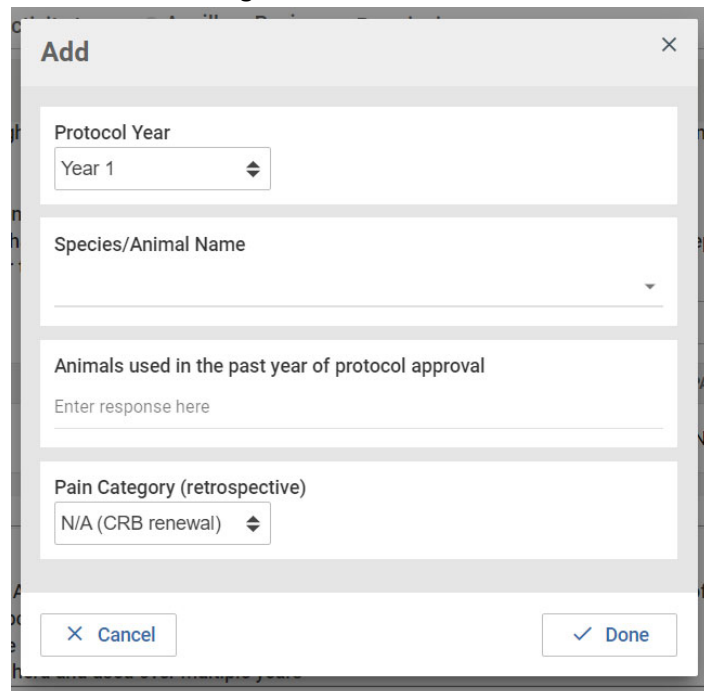
Continuing Review Form

To renew this protocol, please complete all of the questions be

Protocol Status

- Renew: Project not yet initiated or is inactive
- Renew: Project Ongoing

And the animal usage table:



Add [Close]

Protocol Year
Year 1 [Dropdown]

Species/Animal Name
[Dropdown]

Animals used in the past year of protocol approval
Enter response here [Text Input]

Pain Category (retrospective)
N/A (CRB renewal) [Dropdown]

[Cancel] [Done]

If you selected the 'Renew & Amend' form you will be required to complete the Amendment Request box. Please ensure to appropriately update your study with this information as well.

Amendment Request

Amendment Request Instructions:

- Briefly describe the changes to be made
- Provide a justification for the proposed amendment in the space below
- Update the protocol itself to reflect these changes

DO NOT delete sections that have been performed or will continue to be performed, as the amended protocol should reflect what has already happened, and what will happen moving forward. If you have any questions, please view the [IACUC website](#) or contact the [IACUC Staff](#) for assistance.

Sans Serif ▾ Normal ▾ ≡ **B** *I* ~~S~~ U **A**

Updates to records only|

Then click "Submit" on the right-side menu—you should also get an email from KP that it was submitted.

