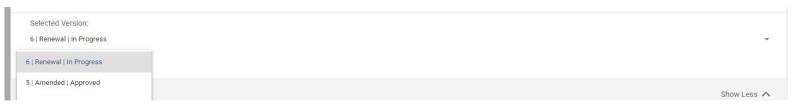# Kuali IACUC: Frequently Asked Questions

Question: I need to submit an amendment or renewal to my protocol; however, the buttons are greyed out and it will not allow me to make any actions. How can I start a new form?

> **Answer:** If a new form was previously started but not yet submitted, Kuali tends to open your currently approved protocol version. You will need to change the protocol to the pending form version.
>
> To do this click the dropdown menu 'Selected Version', located at the top of the protocol, and select the form that states, 'In Progress'.

Selected Version:

6 | Renewal | In Progress

6 | Renewal | In Progress

5 | Amended | Approved

Show Less ∧

Question: My protocol is due for renewal and I need to submit an amendment; can this amendment be submitted with my renewal? When will it get reviewed?

> **Answer:** If you have enough time before your renewal due date, we strongly recommend submitting your amendment for review separately from your renewal. The coordinators do not check on Renew/Amend forms as often as Amendment submission forms; this can increase the time it takes for review. If you submit an amendment with your renewal form, please email the IACUC coordinators so they can process your submission in a timely manner.

Question: My protocol is due for renewal; What should I do for my Renew/Amend submission?

> **Answer:** The most important section that gets updated every year is the personnel section. Please ensure you submit a Renew/Amend form and review that all personnel listed is accurate. The IACUC coordinators will update all training records attached with up-to-date online training. At this time, you can review your whole study to ensure everything is up-to-date and reflects current procedures practice methods.
>
> Helpful Link: How to submit Renew/Amend form

Question: I need my approval letter; where is this located?

> **Answer:** Please refer to the following link: How to obtain approval letter