

# How to Renew or Amend your approved protocol

Once a protocol is approved the PI can initiate an Amendment or Renewal on the protocol.

When an Amendment or Renewal is initiated it creates a temporary, separate protocol with the same protocol number as the original. Once the amendment or renewal is approved, both versions are merged. Please note, if an amendment or renewal is already initiated the Amend and Renew action buttons will be greyed out as only one Amendment/Renewal can be active at a time.

Protocol Form Testing - CChance - 3.4.21 - User: Francisco Ortega	497	Ortega,Francisco	Renewed	Exempt	● Exempt	BMR Institutional Review Board	April 01, 2021
Protocol Form Testing - CChance - 3.4.21 - User: Francisco Ortega	497	Ortega,Francisco	Amendment		● In Progress		

You can review/verify which version of the protocol is displayed.

**IRB: #497 Protocol Form Testing - CChance - 3.4.21 - User: Francisco Ortega**  Compare Versions

Selected Version:  
18 | Renewed | Exempt

- 7 | Amended | Superseded
- 6 | Amendment | Merged Amendment
- 5 | Amendment | Revisions Required**
- 4 | Amended | Superseded
- 3 | Amendment | Merged Amendment
- 2 | Initial | Superseded
- 1 | New | Revisions Required

Show Less ^

Approval Date	Continuing Review Date
<b>Mar 31, 2021</b>	<b>Apr 01, 2021</b>
Approval Date	Initial Review Type

**Note:** 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. Lastly, the PI is the only person that can “Submit” an amended or renewed protocol.

Review and complete the relevant sections in the form and click “Submit”

**IRB: #497 Protocol Form Testing - CChance - 3.4.21 - User: Francisco Ortega**

Selected Version:  
19 | Amendment | In Progress

- Notify PI To Submit
- Admin Notes & Files
- Abandon
- Submit
- Print