**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.



And the animal usage table:



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.



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

