**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’.

**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](https://www.research.colostate.edu/ricro/wp-content/uploads/sites/22/2021/07/General_Submit_CR_Form.pdf)

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

**Answer:** Please refer to the following link: [How to obtain approval letter](https://www.research.colostate.edu/ricro/wp-content/uploads/sites/22/2020/05/How-to-get-my-IACUC-Approval-document-in-KP-IACUC.pdf)