Renewing a Study in IRBIS


2. On the IRBIS home page, find the section on the left titled: “Create New Submission”

3. Select “Renewal” if you want to extend your study for another year and do not intend to make any changes. IRBIS has another link to submit study modifications.

4. IRBIS will respond with all of the studies for which you are the PI. Select the IRB# for the study you want to renew.
5. IRBIS will ask you to select one of four statements that apply to the renewal.

6. IRBIS will require you to review your entire application.
7. When you have reviewed your application, IRBIS will show a box highlighted in yellow “The Application can be submitted at this time by clicking the yellow submit button located on the bottom left of the screen.”

8. Select the “Proceed to Submit” button on the bottom left of the screen.

9. IRBIS will ask you to certify the submittal and the request for renewal is complete.