

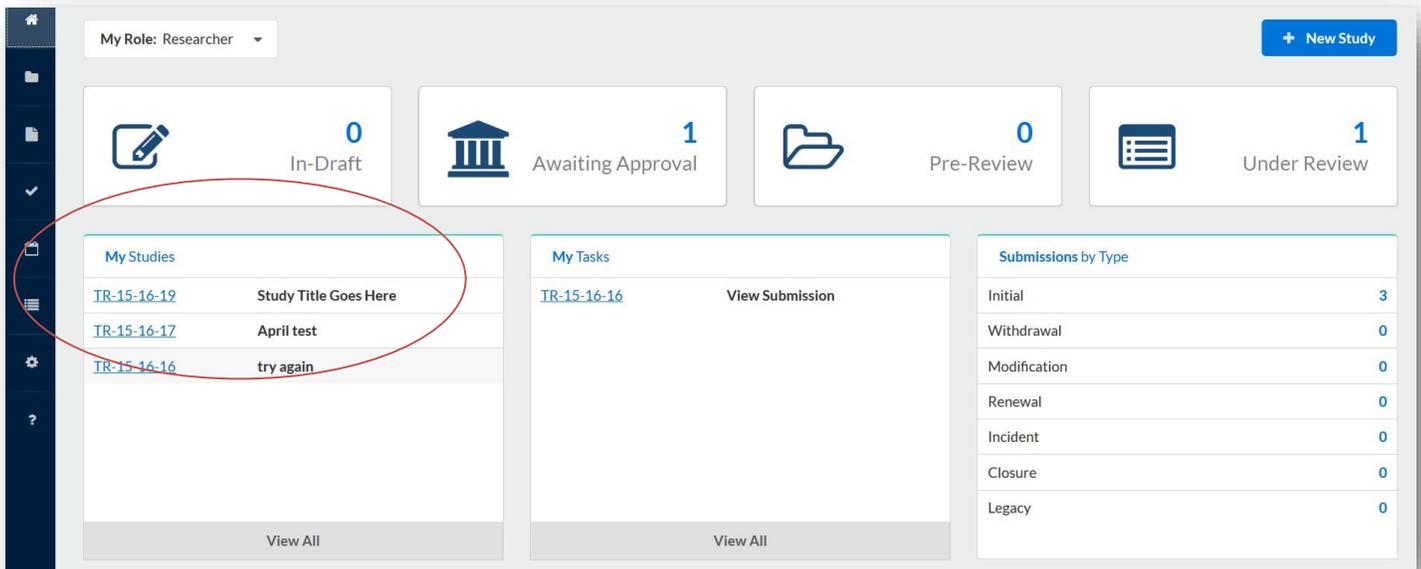


IRB Protocol Renewal Submission Cheat Sheet

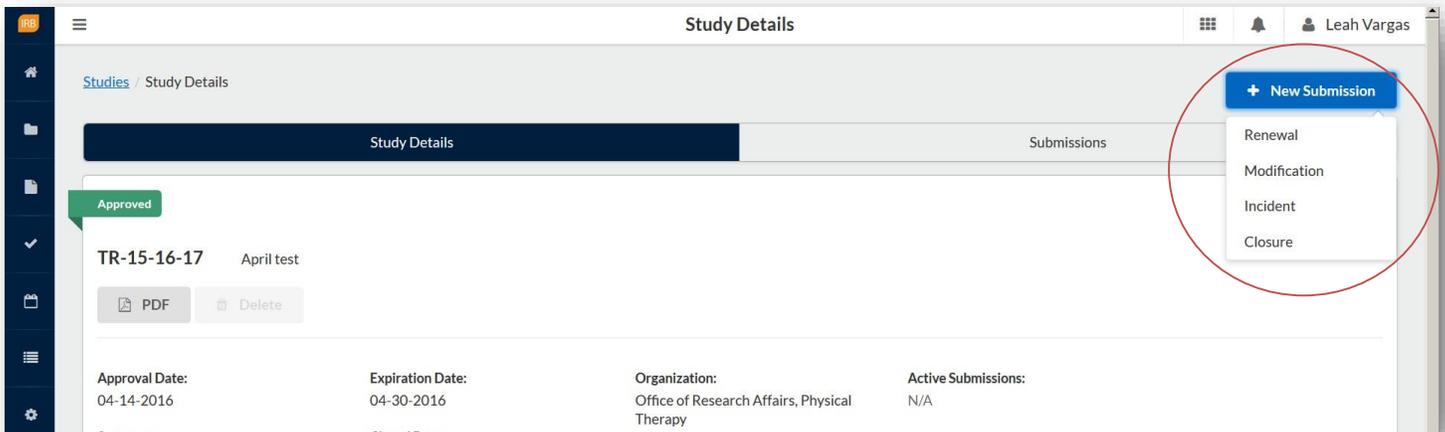
Renewal – to continue your study for another year, you must submit a renewal and receive approval before activity can continue. Cayuse IRB will automatically remind you of upcoming expirations.

Making a 'New' Renewal Submission:

1. If you need to submit a request to renew your study, login to Cayuse IRB using your CSUB username and password (<https://csub.cayuse424.com>) and select your study under *My Studies*.

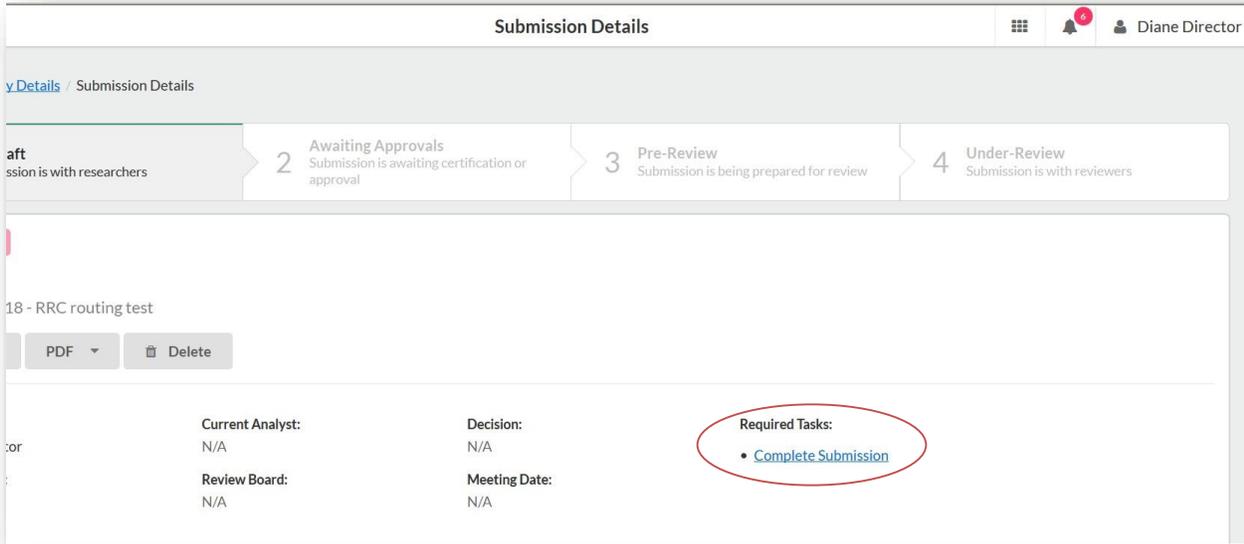


2. Select *New Submission* and choose the appropriate application for your circumstance.

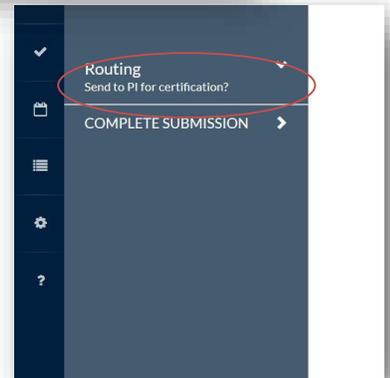




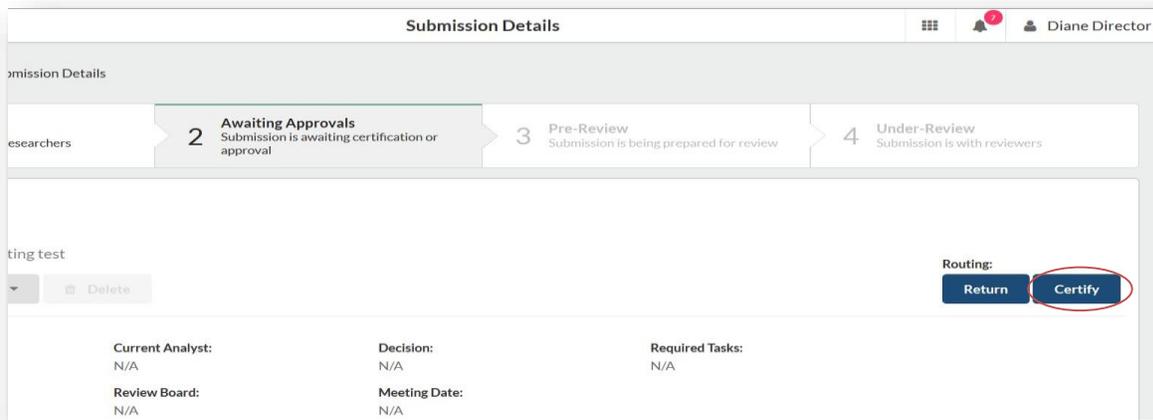
3. Just like the initial submission, your new submission will have a list of Required Tasks for you to complete before you can submit.



4. Enter the required information and select COMPLETE SUBMISSION >



5. You will need to confirm the submission and will be brought back to your Submission Details. Click Certify to “sign” the submission and send it to the IRB.



Any questions can be directed Gwen Parnell at (661) 654-6712 or gparnell@csub.edu.