QUICK GUIDE
How to RENEW an IACUC protocol

All protocols require continuing review/annual renewal. When your protocol is approved, for example 8/31/19, it must be renewed and re-approved by 8/31/20 to continue work.

You will receive a Kuali email notification 30 days prior to your protocol expiring.

1. When you receive the renewal email, please log in to Kuali and select the most recent copy of your protocol and open it.

2. Click Renew or Renew/Amend from the right side of the screen.

   ![Protocol Image]

   **Note:** The IACUC recommends renewing without amending your protocol, especially if you are close to your protocol expiring. This will expedite the review and approval process, you can then submit an amendment once your renewal is approved.

3. **HOWEVER:**
   - If you have category D or E procedures you MUST select Renew/Amend. This will allow you to update your alternative search which is required.
   - If you are making changes to your animal numbers, you MUST select Renew/Amend.

4. If you have started a Renew, you can Abandon and then select Renew/Amend.
5. Once you select **Renew**, you will see this:

![Renewal Form](image)

6. Complete this simple **Renewal form**. Then click **Submit** on the right side of the screen.