

How to renew a protocol:

- What you need to do is go to your Expired/due to queue.
- Once there, locate the protocol you want to renew. Do not click on it.
- Look to the right hand side of the page. You will find several commands you can click (mod, renew w/ changes, renew wo/ changes, add title, etc.)
- Click on the appropriate "renew" choice.
- If the renewed protocol was created in ORahs then all protocol text, consent forms, and attachments will be copied over to the new protocol. If the protocol was not originally created in ORahs then just the minimal set of data will be copied over and you will need to copy & paste or retype protocol text until the protocol is complete.
- Add a progress report at the "progress" tab and hit submit.
- Done!