NEW SYSTEM THREE YEAR RENEWAL INSTRUCTIONS

1. On myresearch.wsu.edu, go to Compliance -> IACUC -> MyProtocols and click on the Approved tab.

2. Find the protocol needing to be renewed. On the far right of the list under the Renewal column, click on the 3-Year button.

3. In the box that pops up, click the red Create 3-Year Resubmission button.

4. This will open up an editable version of the protocol with a question regarding resubmission. If wanting to renew, click yes. If wanting to allow the protocol to expire, select no.
5. **IF LETTING THE PROTOCOL EXPIRE:** Click *no* and then click the blue submission button. This will notify the Animal Welfare Program Staff and the protocol will be expired on its indicated expiration date.

6. **IF CONTINUING THE PROTOCOL:** Click *yes*. This will highlight each tab red. Please review all tabs and information in the protocol thoroughly to ensure it is up to date and follow the remaining steps for additional instruction.

7. At the bottom of each tab, there will be a checkbox called *Information Confirmed*. Click it for each tab to verify that the information is up to date.

8. Being that this is a three year resubmission, some information will have to be entered in new, such as animal numbers.

9. Remember to hit the save button at the bottom of each tab so that no changes made are lost.
10. If at any point you wish to return to editing the protocol later, the initiated three year renewal can be found under the *New/Pending Tab* on the MyProtocols page. Simply click into it to access the editable version.

11. Once ready to submit for IACUC review, go to the *Review and Submit tab* and click the blue submission button. It is recommended to submit three year renewals at least one month prior to protocol expiration to allow adequate time for review.