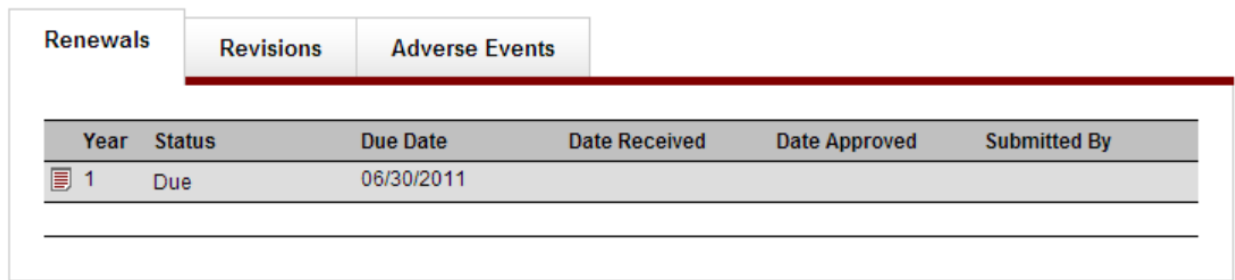


Annual Renewal

The approval to conduct your study lasts for up to one year. A month before your approval expires you will get an automated notice to file a renewal request. If you don't submit the renewal on time, you will be blocked from submitting future research and you must stop all subject contact including advertising and recruitment.

1. Logon to Mentor IRB.
2. Under the IRB tab, click on My Protocols. All your protocols should be listed.
3. Click on the title of proposal you want to renew, to open the page to view the details.
4. At the bottom, there are 3 tabs: Renewals, Revisions, and Adverse Events. Make sure you are on the Renewals tab.



Year	Status	Due Date	Date Received	Date Approved	Submitted By
1	Due	06/30/2011			

5. Click on the context menu ("little red page icon") next to the latest Year and select Submit.
6. Fill in the number of subjects.
7. Under Continuation Status, select the item from the dropdown list that best describes your situation. Leave the Date Terminated blank.
8. If there were any adverse or unforeseen events, choose Yes from the dropdown list, and describe them in the first box.
9. If you have any other comments about the protocol, add them in the Additional Comments box.
10. There is no need to upload a file if the protocol already on file hasn't changed. You may need to upload fresh consent forms for stamping.
11. Click on Submit Report.
12. You will receive an email approval after your request has been reviewed.