**How do I submit a renewal?**

* Go to “my studies”
* Click the study number you wish to renew
* Click “new submission”
* Click “renewal”
* Click “complete submission”
* Complete the renewal application
* When finished, click “Complete Submission”
* Click “confirm”
* **If the PI**, click “certify” to certify the submission - click “confirm” to complete the certification
* **If a student PI or study team member completing the renewal on behalf of the PI**, a notification will be sent to the PI/Faculty advisor that they have a submission awaiting certification
* When the PI/faculty advisor logs into the system, they can access the renewal submission under “My Studies” or under “Awaiting Authorization” – Click on “renewal” – click “certify” - Click “confirm” to finalize certification