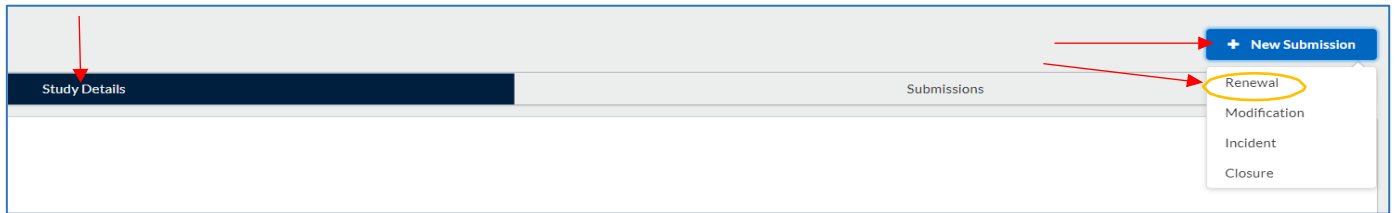
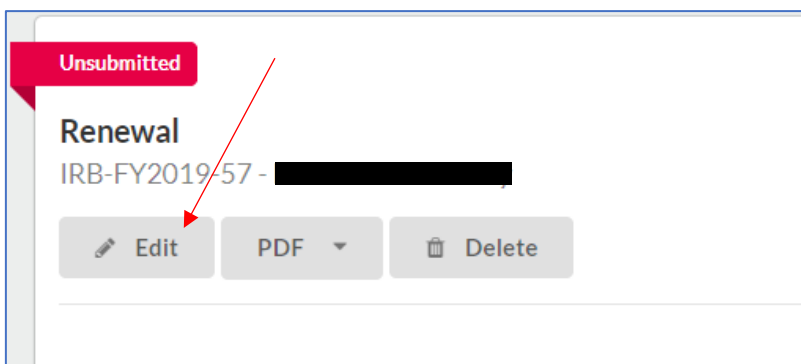


## How to Create a Renewal Submission in Cayuse

1. Login to Cayuse and click on your study.
2. Make sure you are in “Study Details.”



3. At the top right corner, you will see a blue “+New Submission” button. Click on it and select “Renewal.”
4. Click on the “Edit” button to open the Renewal Submission.



5. Follow the instructions to complete the form, submit, and then certify.

Note: All PIs, co-investigators, and faculty advisors must certify the submission.