

## Renew (Continue) an Approved Protocol

**Important:** A protocol can be created, edited, and submitted by a Principal Investigator or Faculty Sponsor, Co-Principal Investigator, Student or Postdoctoral Investigator, Administrative Contact, or Other Contact. *However, before the protocol can be submitted, the Principal Investigator or Faculty Sponsor must check the appropriate box in the Assurance section.* This requirement exists as an electronic substitute for an ink signature from the Principal Investigator or Faculty Sponsor.

- 1) Log in to eProtocol with your CalNet ID & password at: <https://eprotocol.berkeley.edu>
- 2) Click on the **IRB** tab to see your Investigator Homepage for IRB Submissions.



- 3) From your Investigator Homepage, there are two ways to get to a list of your approved protocols:

*Note: If your approval has expired, the protocol will no longer be in the list of approved protocols. It can instead be found at the bottom of the Investigator Homepage under Non Active Protocols.*

- a. Scroll to the bottom of the page (past the Study Closure section of the table); or
- b. Go to the **Investigator Menu** on the upper left side of the page and click on **Approved Protocols**.



- 4) Click on the **Protocol ID** link of the protocol that you wish to renew.

[Home](#) » Approved Protocols

Protocol ID	Principal Investigator	Initial Approval Date	Last Approval Date	Protocol Type
<a href="#">2009-02-070</a>	TEST, EMP-FACULTY	02/09/2009	02/09/2009	NEW
<a href="#">2009-02-082</a>	TEST, EMP-FACULTY	02/05/2009	02/05/2009	AMENDMENT
<a href="#">2009-02-061</a>	TEST, EMP-FACULTY	02/05/2009	02/05/2009	NEW
<a href="#">2009-02-057</a>	TEST, EMP-FACULTY	02/04/2009	02/04/2009	NEW
<a href="#">2009-02-056</a>	TEST, EMP-FACULTY	02/04/2009	02/04/2009	NEW
<a href="#">2009-02-052</a>	TEST, EMP-FACULTY	02/04/2009	02/04/2009	NEW

- 5) Select **Start Continuing Review (Renewal) Application** from the Approved Protocol Decision menu and click on **OK**.

- 6) Complete the Continuing Review Form. If you will be amending your research at this time, you will also need to modify the appropriate sections of the protocol.

*Note: You can close out of the protocol at any time and access it again from your Investigator Homepage. Save the page you are working on before closing the protocol.*

- 7) When the Continuing Review Application has been completed and you are ready to submit the application to OPHS/CPHS, see the eProtocol Quick Guide [Submit Protocol Application](#).