Creating a Three-Year Renewal

**NOTE:** This guide is directed at users creating a three-year renewal for a study approved in the eIACUC system. If you are creating a three-year renewal for a study that is currently in a Microsoft Word document, please see “Creating a New Study” instead.

To create a three-year renewal in eIACUC, follow the steps below.

1. **Log in** to [https://eSupport.hms.harvard.edu/comsiacuc](https://eSupport.hms.harvard.edu/comsiacuc). If you do not currently see your Inbox, click the “My Inbox” link in the top-right corner.

2. Click the “My IACUC” tab on your Inbox, then click the name of the study you want to renew to open the study workspace.

   TIP: You can filter the list to find your study more easily. Next to **Filter by** (above), select **State** from the dropdown menu and type “Approved” in the box, then click the **Go** button. This will show you only your studies which are currently approved.

3. Click the **Create 3-Year Renewal** button under **My Activities**. You will be prompted to give the renewed study a name, but you can use the same name as your existing study.

   The **Create 3-Year Renewal** button will create a copy of your study, including all amendments that have been approved over the past 3 years.

4. Click on the **My Inbox** link to return to your Inbox. Depending on the size of your protocol, the copy may take up to fifteen minutes to appear. If you don’t see the renewal right away, check back later.

   **NOTE:** Your 3-year renewal will have the same ID as your approved version, plus a number at the end to denote how many years have passed since the protocol was originally created. (Ex. A 3-year renewal for the study IS00000001 will have the ID IS00000001-3.)

5. Once the copying process has completed, the new study should appear in your Inbox. Click the name of your new study to go to its Workspace. You can differentiate between your new draft study and the previously
approved version by looking at the ID or the current state. Your draft should be in the **Pre-submission** state until you submit it for review.

6. Click the **Edit Animal Study** button on the left side of the screen.

7. On the **Protocol Summary** page of the SmartForm, be sure to answer “Yes” to “Is this a three year review?”

8. Review your answers on each page and update as necessary. Click the **Continue** button to move to the next page of the SmartForm, or use the **Jump To** menu at the top or bottom of the page to navigate to a specific section.

**IMPORTANT:** Once this renewal is approved, it will supersede all prior approvals. It is imperative to ensure that all pages of this protocol are accurate. Be sure to confirm that all personnel, funding sources, procedures, administered substance details, housing/animal use locations, and literature searches are up-to-date.

9. Click **Finish** on the PI Assurances page to return to the Workspace.

10. **Your study has not yet been submitted for review at this point.** The PI must submit the 3-year review to OOTI by clicking **Submit Study** on the left side of the Workspace under **My Activities**.

**NOTE:** ONLY the PI can submit the 3-year renewal.

11. Once your study has been successfully submitted, the **Current State** will change to **ORSP Preliminary Review**.