



Submitting a Three-Year Renewal

This guide will instruct you on how to submit a 3-year renewal for an existing eIACUC protocol.

Generating the Renewal:

1. Access e-IACUC:
<https://esupport.hms.harvard.edu/COMSIACUC/>.
This will take you to your Personal Page.

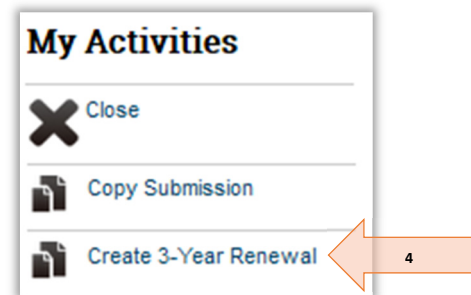
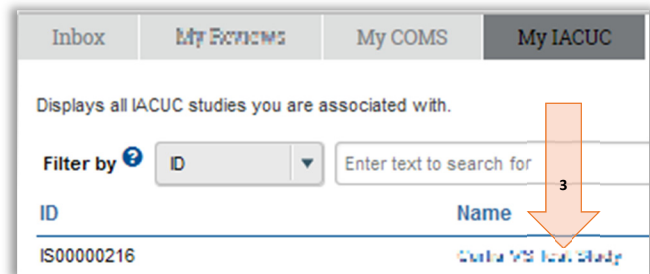
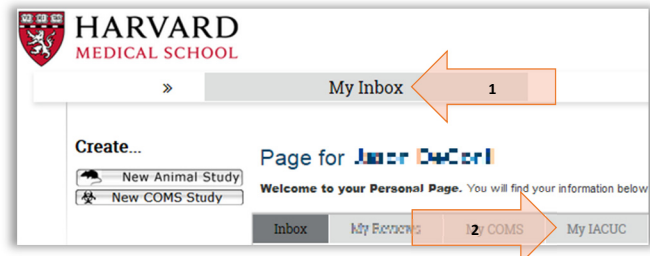
*Note: You can always select the **My Inbox** link to return to this page.*

2. Select the **My IACUC** tab to display the protocols with which you are associated.

3. Select the protocol you wish to renew. This will take you to its workspace.

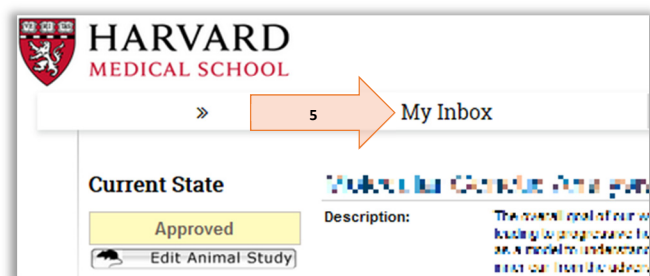
4. Select the **Create 3-Year Renewal** activity. This will generate a copy of the protocol. You will be prompted to re-name the study; however, you may use the same title as your existing protocol.

Note: It will take a few minutes to generate the renewal.



Editing the Renewal:

5. Select the **My Inbox** link to return to your Personal Page.



6. Select the renewal from your inbox. This will take you to the renewal's workspace.

Note: The renewal will maintain the same ID as your existing protocol with a number at the end to denote the renewal (i.e. IS00000001 is now IS00000001-3).

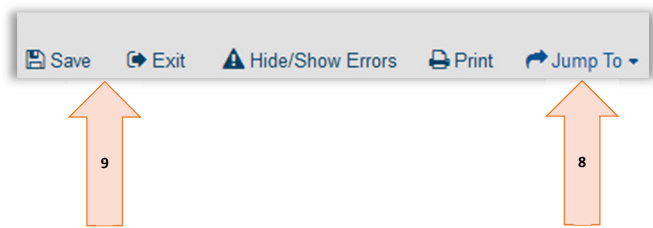
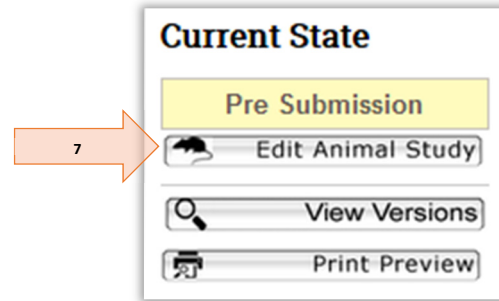
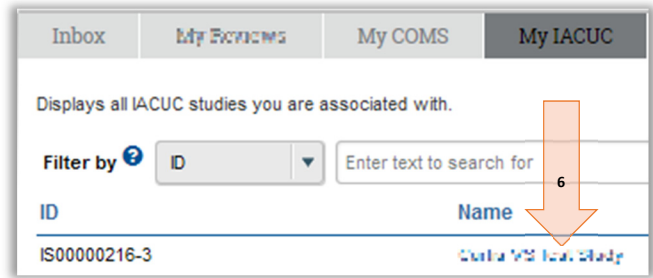
7. Select the **Edit Animal Study** button. This will open the renewal application, known as the SmartForm.

8. Review the SmartForm page-by-page and update as necessary. Make sure the animal work you anticipate performing for the next three years is described.

*Note: Be sure to review the relevant details of the SmartForm, such as animal users, flowcharts, funding information, procedures details, injection details, housing/animal use locations, animal numbers, etc. Select **Continue** to move across pages of the SmartForm. You may also use the **Jump To** drop-down menu to navigate to a specific page.*

9. **Save** and **Exit** the SmartForm.

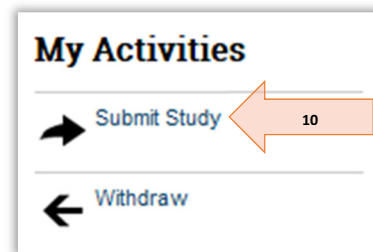
Note: Exiting the SmartForm does NOT submit the renewal for review. You may continue editing the SmartForm as needed.



Submitting the Renewal for Review:

10. From the renewal's workspace, only the PI can select the **Submit Study** activity.

Note: The system will verify if all of the mandatory fields have been answered. For help, read the E-IACUC Investigator Guide: Checking the Study for Errors.



Once the renewal is submitted, the current state will change from Pre Submission to ORSP Preliminary Review, indicating the beginning of the review process. The IACUC will notify you of the renewal's approval. In the meantime, you may continue the work as described on your existing protocol for as long as it is active.

Animal Orders during IACUC Review:

The HCCM Procurement Office may not process animal orders for a protocol that is 2 weeks away from its expiration date. However, if your pending 3-year renewal has met the requirements necessary for approval, then the Procurement Office may subtract animal numbers from the renewal instead since it is likely the work involving these animals will occur on that renewal.