Instructions for creating a three-year renewal protocol

1) Log in to the iRIS system:  https://oregonstate.imedris.net

2) Scroll down to the Study Tasks section of your homepage.

3) A task called “Study Renewal Due” will populate for studies within 90 days of the three-year approval expiration date (an email will also be sent from iRIS at 90, 60, and 30 days until expiration). Press “Click to open” to initiate the task (Figure 1).

Figure 1.

4) A pop-up window will appear. Press “Copy Study Application Only” (Figure 2).
5) If the IACUC has modified the protocol form questions since the last approval (initial protocol or amendment approval), you will be prompted to convert the protocol to the new form version (Figure 3).

A new version of the Study Application Form (IACUC Protocol Form) has been published. Please click on the Convert to the New Form Version button. New Sections and Questions may be present on this form so please click through each section to verify that the application is complete.
Once the protocol has been copied and converted to the new form version, you will have access to the editable protocol. The new protocol will include “Copy of...” in front of the original protocol title (Figure 4).

Figure 4.

Edit the protocol as necessary to accurately describe the planned work for the next three years. If you leave the protocol before completing your edits, it can be accessed at the bottom of your homepage from the Draft Studies section (Figure 5). Please note the “Study Renewal Due” task will no longer be available once the protocol copy has been created.

Figure 5.

Please refer to the following guidance document for completing the submission of the renewal protocol form to the Animal Program Office (steps 8 – 10):

01_iris_user_instructions_logging_in_and_new_protocol_11.02_screenshots.pdf

For any questions regarding the protocol three-year renewal process, please contact APOffice@oregonstate.edu.