



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**).

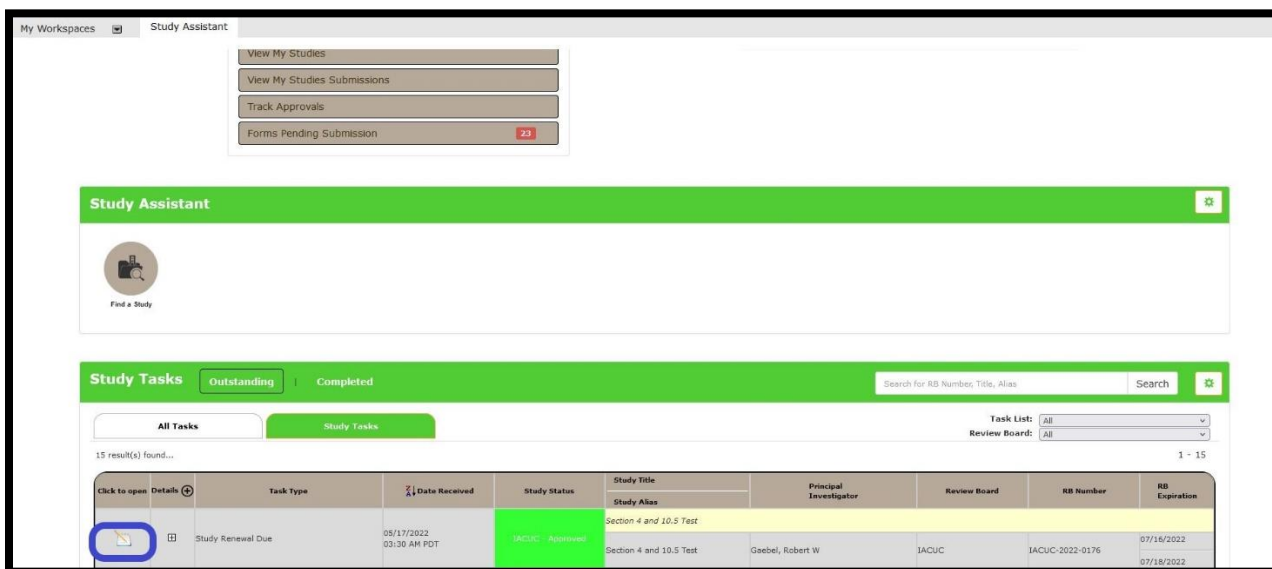


Figure 1.

- 4) A pop-up window will appear. Press “Copy Study Application Only” (**Figure 2**).



Status	Forms	Help
Not Started		

*Description:*Please click the button below labeled "Copy Study Application Only" to create a new draft version of your protocol form. Edit each section of the form in sequence to ensure the responses accurately reflect your future plans. When your edits are complete, you can review, save, signoff, and submit your new protocol form to the IACUC. If you have any questions or concerns, please feel free to contact the Animal Program Office (APOffice@oregonstate.edu).

[Go to Study Management](#) [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).

New Form Version has been published

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.

[Convert to New Form Version](#)

Figure 3.



- 6) 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**).

The screenshot shows the 'IACUC Protocol Form (Version 1.0)' interface. On the left is a sidebar with a 'Section view of Application' menu containing items like '1.0 General Information', '2.0 Setup Department(s) Access', '3.0 Grant Key Personnel access to the study', '4.0 General Information', '5.0 Participants - Experience and Training', '6.0 Protocol Categories, Funding, and Collaborations', '7.0 Protocol Objectives and Justification', '8.0 Modifications or Exceptions to Standards', '9.0 Animal Numbers and Pain/Distress Categories', '10.0 Veterinary Care, Animal Sources, Facilities/Locations', '11.0 List of Events and Procedure Descriptions', '12.0 Potential Adverse Consequences and Animal Use Category Just...', '13.0 Replacement, Reduction, Refinement', and '14.0 PI Assurance'. The main content area is titled '1.0 General Information' and contains two sections: 'Please enter the full title of the protocol' with a text area containing 'Copy of Three-Year Renewal', and 'Abbreviated Title' with a text field containing 'Three-Year Renewal' and a note: '* This field allows you to enter an abbreviated version of the Study Title to quickly identify this study.'

Figure 4.

- 7) 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.

The screenshot shows the 'Draft Studies' section of the iRIS system. At the top, there are tabs for 'Recently Used' and 'Study Status', and a search bar for 'RB Number, Title, Alias'. Below the search bar are filters for 'All', 'Draft', and 'IACUC'. A message indicates '5 result(s) found...'. The main content is a table with the following columns: 'Click to open Study Dashboard', 'Study Status', 'Review Board', 'RB Number', 'RB Expiration', 'Study Title', 'Principal Investigator', and 'Actions'. The table contains one row with the following data: 'Draft', 'IACUC', 'Copy of Three-Year Renewal', 'Three-Year Renewal', 'Gaebel, Robert W'. The 'Actions' column for this row includes icons for 'History', 'Forms', 'Hide', 'Copy', 'Delete', and 'Correspond'.

Figure 5.

- 8) 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.