

## Guide for Submission of IACUC 3 Year Renewal

\*a revised protocol is required for all 3 Year Renewals

1. Log in to iRIS.
2. Hover Over “My Workspaces”
3. Hover Over Study Assistant
4. Click on View My Studies
5. Click on the paper and pen to open your study
6. Click on IACUC 3 Year Renewal
7. Click on Add a New Form
8. 1.8 Enter a submission date
9. Click on Save and Continue
10.       **Without Changes**
11.       2.2 Provide a new lay summary for your protocol
12.       2.5 Provide the number of animals used within the last 12 months
13.       2.6 Provide the cumulative number of animals used since the last 3 year renewals
14.       2.7 Provide a summary of the progress made within the last 12 months
15.       3.0 Click to attach your application
16.       Save Attachment
17.       Click Save and Continue
18.       4.1 Click on Select or Revise Existing
19.       Click Create Revision
20.       Check out document
21.       Check in document
22.       Save Document
23.       5.0 Click Agree
24.       Signoff and Submit