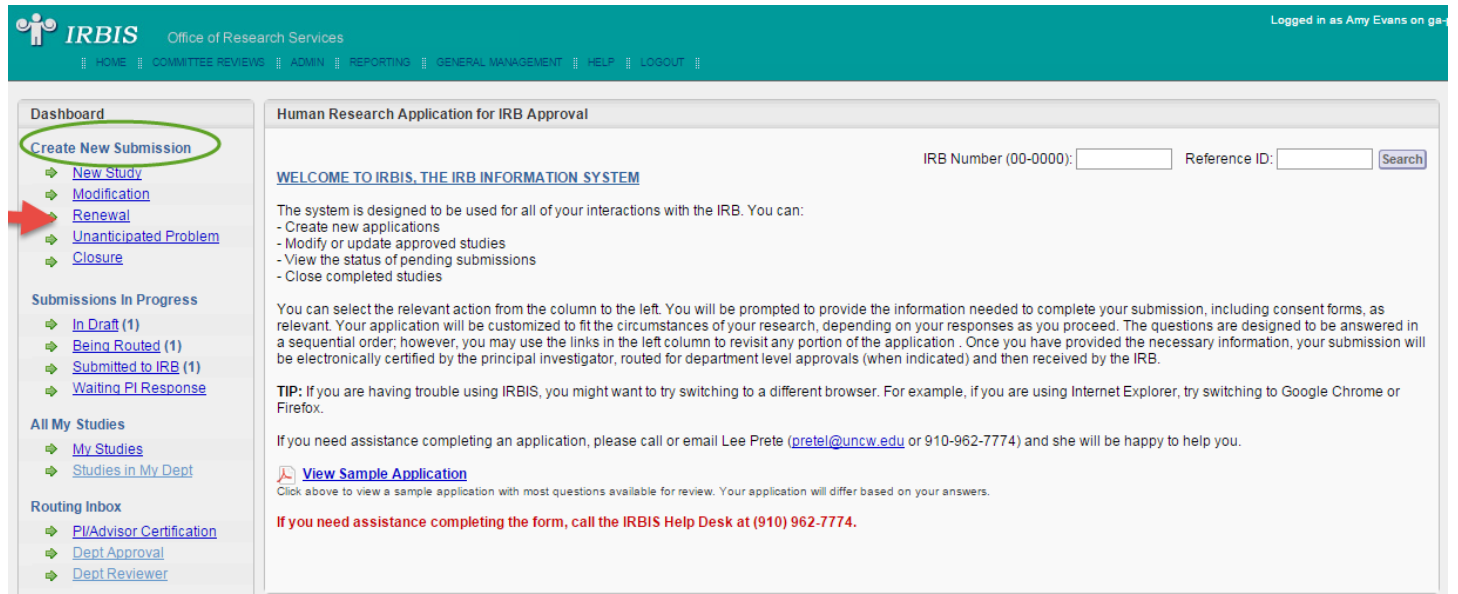


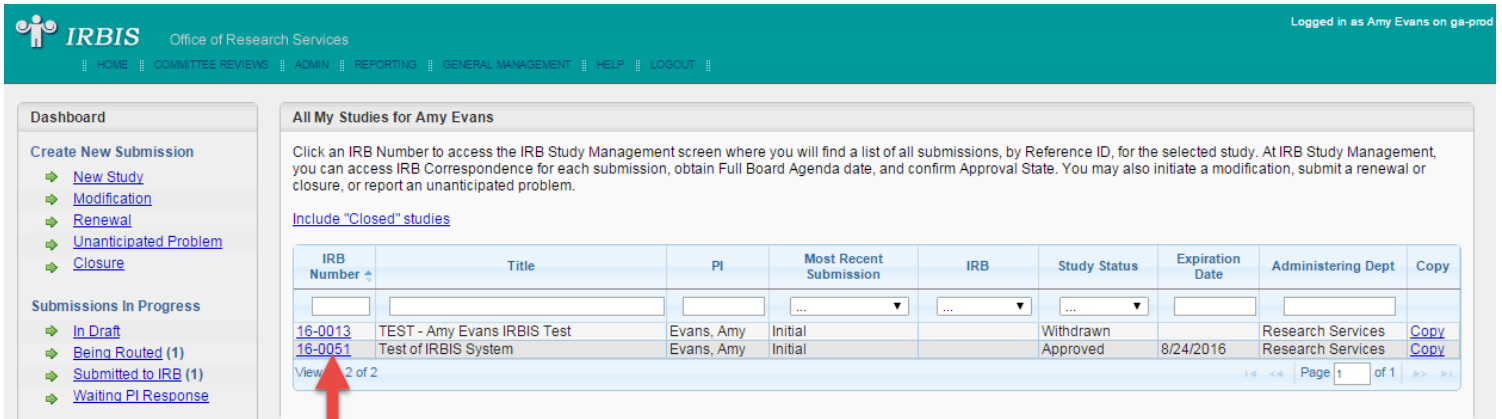
## Renewing a Study in IRBIS

1. Log into IRBIS using your usual UNCW username and password:  
<https://uncw.myresearchonline.org/irb/index.cfm>.
2. On the IRBIS home page, find the section on the left titled: "Create New Submission"
3. Select "Renewal" if you want to extend your study for another year and do not intend to make any changes. IRBIS has another link to submit study modifications.



The screenshot shows the IRBIS Home Page. The header includes the IRBIS logo, "Office of Research Services", and a navigation menu with links for HOME, COMMITTEE REVIEWS, ADMIN, REPORTING, GENERAL MANAGEMENT, HELP, and LOGOUT. The user is logged in as Amy Evans. The main content area is titled "Human Research Application for IRB Approval" and includes a search bar for IRB Number and Reference ID. A "WELCOME TO IRBIS, THE IRB INFORMATION SYSTEM" message is displayed, along with a list of actions: Create new applications, Modify or update approved studies, View the status of pending submissions, and Close completed studies. A "Create New Submission" sidebar is visible on the left, with "Renewal" highlighted by a red arrow. Below the sidebar, there are sections for "Submissions In Progress", "All My Studies", and "Routing Inbox".

4. IRBIS will respond with all of the studies for which you are the PI. Select the IRB# for the study you want to renew.



The screenshot shows the "All My Studies for Amy Evans" page. The header is the same as the previous screenshot. The main content area is titled "All My Studies for Amy Evans" and includes a description of the IRB Study Management screen. Below the description, there is a table of studies. The table has columns for IRB Number, Title, PI, Most Recent Submission, IRB, Study Status, Expiration Date, Administering Dept, and Copy. Two studies are listed: "16-0013 TEST - Amy Evans IRBIS Test" and "16-0051 Test of IRBIS System". The "16-0051" study is highlighted by a red arrow. Below the table, there is a "View 2 of 2" link and a pagination bar showing "Page 1 of 1".

IRB Number	Title	PI	Most Recent Submission	IRB	Study Status	Expiration Date	Administering Dept	Copy
16-0013	TEST - Amy Evans IRBIS Test	Evans, Amy	Initial		Withdrawn		Research Services	<a href="#">Copy</a>
16-0051	Test of IRBIS System	Evans, Amy	Initial		Approved	8/24/2016	Research Services	<a href="#">Copy</a>

## 5. IRBIS will ask you to select one of four statements that apply to the renewal.

IRB Number: [16-0051](#) PI: [Amy Evans](#)  
Study Title: Test of IRBIS System

**Item List** click on section name to expand

- ⚠ Post Approval Submissions
- ⚠ [Renewal Action Requested](#)
- ⚠ [Progress Report](#)
- ⚠ [Continuing with Renewals](#)
- ✔ General Information
- ✔ Part A. Questions Common to All Studies
- ✔ Part B. Direct Interaction
- ✔ Part C. Existing Data, Records, Specimens
- ✔ Part D. The Consent Process
- ✔ Data Security Requirements

**>> Renewal Action Requested** Reference ID: 100191

Current Application: [Quick View \(HTML\)](#) [PDF](#) [View Revisions](#) [Delete Submission](#)

**ALERT: Modifications proposed as part of this renewal must be accomplished by editing the individual answers to the questions and data elements that make up the application. The modifications cannot be processed until the actual changes have been made throughout the application.**

1. Renewal action requested by Principal Investigator (choose only one): \*

- This study involves direct interaction or intervention with subjects. Continue as approved.
- Enrollment of new subjects closed; interaction/intervention with previously enrolled subjects continues.
- Direct interaction with subjects completed but subsequent monitoring or follow up continues.
- Study involves DATA ANALYSIS ONLY. This includes (A) Studies that have always been limited to collection and analysis of existing data or specimens, OR (B) Studies that previously involved direct interaction or intervention with subjects that is now complete, including all contact and follow-up.

\* Required.  
To navigate the Application, press continue or any link in the Item List to your left.

[Save and Stay](#) [Save and Continue](#)

## 6. IRBIS will require you to review your entire application.

IRB Number: [16-0051](#) PI: [Amy Evans](#)  
Study Title: Test of IRBIS System

**Item List** click on section name to expand

- ⚠ Post Approval Submissions
- ✔ [Renewal Action Requested](#)
- ✔ [Progress Report](#)
- ⚠ [Continuing with Renewals](#)
- ✔ General Information
- ✔ Part A. Questions Common to All Studies
- ✔ Part B. Direct Interaction
- ✔ Part C. Existing Data, Records, Specimens
- ✔ Part D. The Consent Process
- ✔ Data Security Requirements
- ⚠ Consent Forms
- ✔ Attachments
- ✔ Cover Memo

**>> Progress Report** Reference ID: 100191

Current Application: [Quick View \(HTML\)](#) [PDF](#) [View Revisions](#) [Delete Submission](#)

1. Number of Subjects involved through direct contact or use of their data (for multi-site studies, include only subjects covered by this IRB) (Note: b+d should not be larger than a)

A. Total projected number as approved by IRB: \*

100

B. Total number of subjects included/enrolled to date (do NOT include 'screen failures') \*

55

C. Number of subjects included/enrolled since last renewal: \*

55

D. Number to be included/enrolled in upcoming year \*

25

2. Have any subjects withdrawn voluntarily or been withdrawn from the study? \*

Yes  No

3. Have there been any complaints about the research from subjects or others? \*

Yes  No

4. Have there been any findings (e.g., publications, new information, study results) that alter the risk/benefit ratio or otherwise impact the study? \*

Yes  No

5. Have there been any relevant multi-site reports? \*

Yes  No

6. Does this study have a Data and Safety Monitoring Committee (DSMC or DSMB)? \*

Yes  No

7. Have there been any deviations since the last renewal? \*

Yes  No

8. Have there been any unanticipated problems (including but not limited to adverse events and adverse subject outcomes) since the last renewal? \*

Yes  No

9. Are you requesting any modifications to the study, the consent documents, or any related documents at the time of this renewal? \*

Yes  No

[My Dashboard](#)  
[Application Status](#)

- When you have reviewed your application, IRBIS will show a box highlighted in yellow “The Application can be submitted at this time by clicking the yellow submit button located on the bottom left of the screen.”

The screenshot shows the IRBIS Office of Research Services interface. At the top, the logo and navigation menu are visible. The main content area displays application details for IRB Number 16-0051 and PI Amy Evans. A yellow notification box at the top right contains the text: "The Application can be submitted at this time by clicking the yellow submit button located on the bottom left of the screen." The sidebar menu on the left includes sections like Post Approval Submissions, General Information, Part A. Questions Common to All Studies, and Part B. Direct Interaction. The main content area shows "Application Consent Forms" with a reference ID of 100194 and a list of actions: Quick View (HTML), PDF, View Revisions, and Delete Submission. Below this, there is a section for downloading consent form templates.

- Select the “Proceed to Submit” button on the bottom left of the screen.

This screenshot shows a portion of the IRBIS interface. A green circle highlights a yellow notification box with the text: "The Application can be submitted at this time." Below the notification box, there are three buttons: "My Dashboard", "Application Status", and "Proceed to Submit". The "Proceed to Submit" button is highlighted with a yellow background, matching the notification box.

- IRBIS will ask you to certify the submittal and the request for renewal is complete.