

If you have an approved study and need to create a Renewal Submission, you can do so from the Study Details page.

## Creating a Renewal Submission

1. From your Researcher Dashboard, click on **Studies** .

2. Search for the study for which you wish to create a Renewal Submission, and click on the **Details** page, click on **Renewal** .

**Submission** drop -down menu, and click **Renewal** .

**New**

Submission information will populate beneath the Submission Details tab. The person who creates the study is added as the Primary Contact by default, but this can be changed when