

How to Submit a Continuing Review (Renewal) in Cayuse

Keep your research in compliance. Follow these steps to submit a renewal for your approved study in Cayuse Human Ethics.

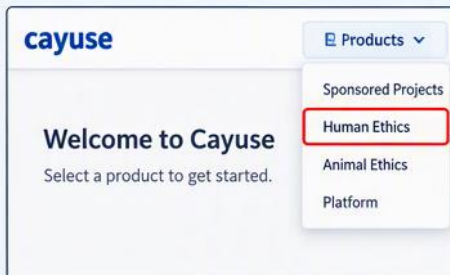


1 Log in to Cayuse

- 1 Sign in to [Cayuse](#) using your CUNY SSO.
- 2 Select **Human Ethics** from the **Products** menu (Top right of screen).



Tip: Use your CUNY SSO (Single Sign-On) for secure access.



Human Ethics is used for IRB submissions, including new studies, amendments, and renewals.

2 Locate Your Study

- 1 From your Dashboard, find the approved study that requires continuing review.
- 2 Open the study by selecting the study title or IRB number.



Tip: Use the search or filter options on your Dashboard to find your study more easily.

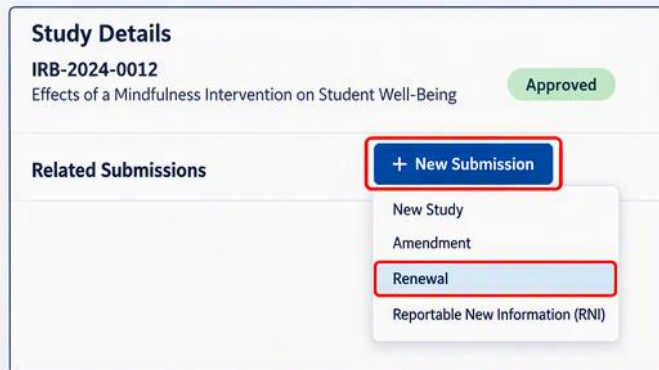


3 Create a Renewal Submission

- 1 On the Study Details page, locate the **Related Submissions** area.
- 2 Select **+ New Submission**.
- 3 Choose **Renewal** from the available submission types.



Tip: The Renewal option will only be available for approved studies.

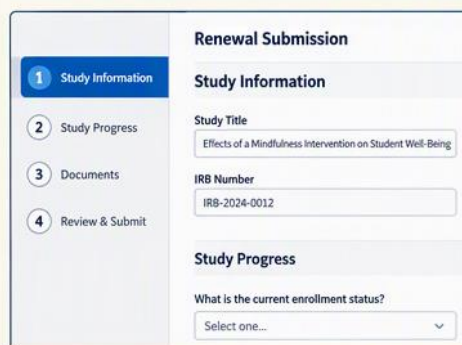


4 Complete the Renewal Form

- 1 Review and update the information requested in the Renewal submission.
- 2 Provide study progress information, including enrollment and study status, as applicable.
- 3 Upload any required supporting documents.



Tip: Be prepared to provide current study information and upload any updated documents (e.g., consent forms, recruitment materials).



Provide accurate and up-to-date information to help the IRB review your continuing review submission efficiently.

