Create & Submit: Continuation

Important Notes:

- Changes are made to the latest approved protocol record.
- If there are changes in-progress they will not be reflected in the protocol record.
- Only one Continuation can be in process.

1. Search the Record, find the last approved change (or if no changes, find the original approved protocol) and begin the change:

- On the line with the last approved change, click ‘Create New’.
- Select the submission type from list
  Note: If a Continuation is in-process, that submission type is not available.

2. The protocol record window opens and shows you the change type selected:
3. At the main form, uncheck the ‘Complete’ checkbox at the top right to open form to make changes:

![Complete checkbox](image)

4. On the General Information page, you will need to complete the questions highlighted below:

**GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>Project Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal Investigator Name:</strong> Mucci Andrea M</td>
</tr>
<tr>
<td><strong>Protocol Number:</strong> 17-11-0001</td>
</tr>
<tr>
<td><strong>Project Title:</strong> TEST TITLE</td>
</tr>
</tbody>
</table>

1) Be sure to check “No” to the question “is this a three year renewal?”
2) Select type of change from ‘Type of Submission’ drop down menu.

*Note: The type of change selected here must match the change type selected in Step 1. If the wrong type was selected in Step 1, close both windows and start over.*

5. A new page opens for change type selected:
• Click on page and complete this page
• Update the Main Form and/or Species Specific Form(s) (if applicable).
• Note- Species Specific Form(s):
  o If changes are required on a Species Specific Form you will need to navigate to the Species page and open that Species Specific Form.
  o The Species Specific Form will open a new window.
  o Uncheck the complete checkbox to open this form for editing.
  o Once all changes are complete- check the ‘Complete’ checkbox and this closes the Species Specific Form window.

6. At the Main Form window, check the ‘Complete’ checkbox to save your changes.

7. Go back to the Protocol Record window and click the ‘Submit’ button.
8. Certification window opens (if you are the PI. Does not appear for Delegate):
   - Review the certification statement.
   - Click ‘Accepted’ or ‘Declined’ radio button.
   - Click the ‘Continue’ button.

   The change has been submitted for review.