Create a De Novo Renewal from Copy of Approved Protocol

1. From the Laboratory Animals menu, click ‘Create New’:

2. From the Create window, click radio button for ‘by Copying an Existing Protocol’, then click ‘continue’ button.

3. At the ‘Create From Existing’ window there are two ways to copy from an approved protocol.
   - If you already know the approved protocol number (recommended)
   - If you do not know the number of the approved protocol you wish to copy

   **If you know the protocol number:**
   - Type the approved protocol number into the ‘Protocol Number to copy’ text box.
     - Click ‘Continue’ button
     - Skip to Step 4 on page 4.
If you need to search for an approved protocol number:

- Click ‘Browse for Protocol’ button to get to a search screen

- At the Browse Protocol window there are many options to check and search by. *Note: If you use this search window, we highly recommend only using ‘Investigator’ to provide the best results.*

  - *Note:* Protocol Status section of this window defaults with all boxes checked.
    - To de-select all, check and then uncheck the ‘Select All’ checkbox.
    - Check any of the option(s) you want to search by

- To clear all selections on the window and begin again, click ‘Clear All’ button to start over.
• Click the ‘Set’ link next to the box.
• The ‘Investigator’ search window opens. Find the letter of the last name and begin typing the name.

• The dropdown list will show results if the name does not immediately appear.
• Choose the name and click ‘Save’ button. Window closes.
• Click ‘Go’ button to bring back search results
Search results will return:

- Find the approved protocol number you want to choose, click the radio button on that line.
- Click ‘Select’ button.

The protocol number you chose from the search results now fills into the ‘Create From Existing’ window.

- Click ‘Continue’ button.

4. The Master Record window > Submissions section opens. You see your ‘New Application’ created.
   - Note: the Submission Number now has a hyphenated extension number i.e., “-01”, etc., that tells you that this is a new change to the approved original protocol (or the last approved change made on the protocol).
   - Click the ‘New Application’ link.
• New Application section opens.
• Click ‘Protocol Animal Use Form’ link.

5. The main form opens to the General Information page.
• Uncheck the ‘Complete’ checkbox at the top right to open the form for editing. Do this on each form that you need to edit.

• Check “Yes” checkbox to three year renewal.
• Enter the Protocol # this protocol is a renewal for.
• Choose ‘Type of Submission’ ‘New’ from the dropdown menu.

6. Review all data on all pages and change any answers accordingly.
   • Note: Also be sure to completely review any ‘Animal Use Form’ that is on the Species page of the main form. There are always at least two forms to every protocol (new or change made) - main form and any related Animal Use Form(s).

7. When done reviewing everything check the ‘Complete’ checkbox at the top right to re-complete each form. (This needs to be done on each form that you make changes on - main form and/or Animal Use Form [Non-USDA or USDA].)
8. If any incomplete question errors appear upon clicking ‘Complete’, address each incomplete mandatory question.
   • Click on each question to be directed to the page/section it appears in.
     o Page numbers are also listed along with the questions.
   • Once all incomplete questions are addressed, check ‘Complete’ checkbox to fully complete each form.

9. At the Submission window, you will see ‘Status’ as ‘Complete’. It is ready to submit.
   • Click ‘Submit’ button to submit the renewal.

10. Certification window opens (if you are PI- does not appear for delegate):
    • Review the certification statement
    • Click ‘Accepted’ or ‘Declined’ radio button
    • Click the ‘Continue’ button
• The three year renewal is now submitted. You are done.