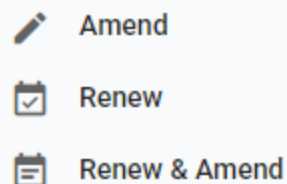


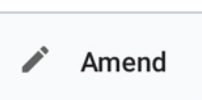
Kuali Research Amend, Renew or Renew & Amend Guidance

This guide is meant to serve as a helpful tool for faculty, students or other research personnel when navigating the various Kuali Research options after a protocol has been approved.

On the right-hand side of the approved protocol page, there are three options to choose from when you need to make a change to your approved protocol: Amend, Renew, or Renew & Amend.



Which option should I choose?



Amend should be chosen when you need to make a change within your approved protocol. Once selected, you will state in the “Justification” section at the top of the Amendment page the changes you are making within the protocol. Once you make the changes, you will need to submit the Amendment for review.

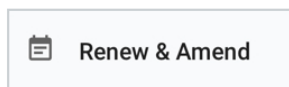
Example: Adding another form of recruitment to your project.



Renew should only be chosen if you are continuing with an approved protocol, and NO changes need to be made within the protocol. Once selected, you will answer the Renewal questions at the top of the Renew page and submit for review.

Please note: **Selecting Renew is typically not the correct choice**, as there are usually changes that need to be made within the protocol to continue the project.

Example: Submitted each year as a continuing review (as stated when protocol is approved).



Renew & Amend should be chosen when you want to continue your project and also need to make a change within the protocol. Once selected, you will answer the Renewal questions at the top of the Renew & Amend page, then state in the “Justification” section the changes you are making within the protocol. Once answering the questions and making any changes, you will submit the Renew & Amend for review.

Example: The protocol is expiring soon, and you need to change the “Anticipated Project Ending Date” to select a new date.

If you have any questions, please contact researchcompliance@siue.edu.