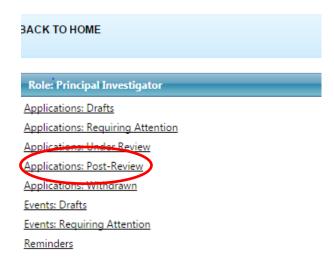**MacEwan UNIVERSITY** | **RESEARCH SERVICES**

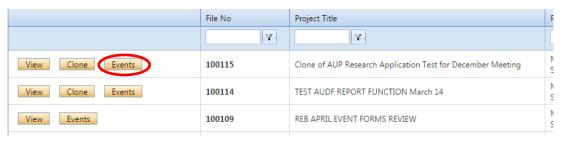## Renewing an Approved Study in the Research Portal

Once a research project has been approved, the research project is typically valid for one year. To extend the approval of the research, a request for renewal must be submitted to the appropriate ethics board. The ethics board must review and approve the renewal for the research to continue.

You should receive an alert through the system that one of your research projects will be expiring within the next 45 days. However, it is your responsibility as the researcher to know when your project is coming up for renewal.

1. Log in to the Research Portal:
   MacEwan Faculty/Staff here.
   Students/External Researcher here.

2. You are able to view your submitted applications in the workflow by selecting the appropriate choice under your role as PI or Project Team Member:
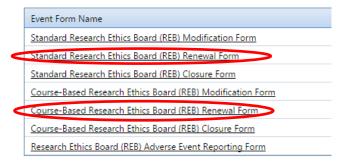

3. Choose "Applications Post-Review" to access your approved/open protocols.

4. To submit a request for renewal, click the "Events" button for the corresponding application that you are submitting the renewal request for.
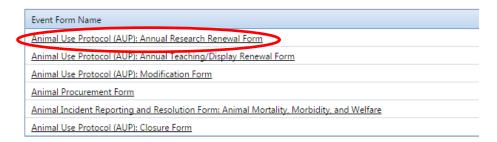
5. Choose the appropriate **Renewal** form from the list of event forms, and fill in the questions as appropriate to your study. Note that there are different forms for standard and course-based projects.

Research Ethics Board (REB) event forms:

Event Form Name
Standard Research Ethics Board (REB) Modification Form
Standard Research Ethics Board (REB) Renewal Form
Standard Research Ethics Board (REB) Closure Form
Course-Based Research Ethics Board (REB) Modification Form
Course-Based Research Ethics Board (REB) Renewal Form
Course-Based Research Ethics Board (REB) Closure Form
Research Ethics Board (REB) Adverse Event Reporting Form

Animal Research Ethics Board (AREB) event forms:

Event Form Name
Animal Use Protocol (AUP): Annual Research Renewal Form
Animal Use Protocol (AUP): Annual Teaching/Display Renewal Form
Animal Use Protocol (AUP): Modification Form
Animal Procurement Form
Animal Incident Reporting and Resolution Form: Animal Mortality, Morbidity, and Welfare
Animal Use Protocol (AUP): Closure Form

6. Complete all fields as appropriate and upload any applicable documentation in the Attachments tab.

7. Save and submit your renewal form once complete.

   If there are any errors that are preventing you from submitting your renewal request (ex. a mandatory field has been missed), they will be outlined in the 'Errors' tab of the application.

8. Your renewal request will be sent directly to the appropriate ethics board for review.