

## **Complete checklist before submitting renewal request to SVSU IRB**

- Upload the completed IRB Closeout/Renewal Form
- Upload a copy of the Consent Document(s) as it will be presented to participants. Note any changes.
- If other documents or oral instructions to be presented to participants have changed, upload a copy of each of these documents.
- If the approved human-subjects Training Certificate for any investigator is older than three years, upload a more recent copy.
- Share the package with all other investigators and/or adviser.
- Ensure that each investigator and adviser has signed the package via IRBNet.
- Click on "Submit this package."