Creating a Three-Year Renewal

A three-year renewal is a new study in the IACUC system. The easiest way to create a three-year review is to copy your approved study as a starting point.

1. Log in to https://eSupport.hms.harvard.edu/comsiacuc.
   Note: If you are not on your Inbox page, click the My Inbox link in the top right corner.

2. From your Inbox page, click the My IACUC tab.

3. Click the name of your approved study to open it.
   Tip: You can filter the list to find your study. Next to Filter by (as shown above), select State from the drop-down, then type “Approved” and click Go.

4. Click Copy Submission on the left, and type a new short name for this continuation of your original study.

5. Click the My Inbox link to return to your Inbox page.

6. Refresh your browser window until the new study appears in the Inbox tab.
   NOTE: Your 3-Year Renewal will now have a new protocol number.

7. Click the name of your new continuation study to open it.

8. Click Edit Animal Study on the left.

9. Answer the questions on the first form, and click Continue on the right.
10. On the second form in the application, answer this question Yes:

![Protocol Summary](image)

11. Answer the additional questions about the last three years, and click **Continue** to proceed through the study forms.

12. Click **Finish** on the final form.

**Next Steps**

- **Important!** The PI must submit the three-year review to the ORSP by clicking **Submit Study** on the left.