

Instructions for completing the  
**RENEWAL APPROVAL REQUEST**  
for Social and Behavioral Studies Involving Human Participants

**Please read and follow these directions carefully. Omission of required components of the application will delay review of your application pending receipt of all materials.**

*Because this is a “locked” document, the links unfortunately do not work. All the pages referenced can be accessed from the IRB homepage: <http://www.irb.cornell.edu>*

1. All information must be typed. Handwritten proposals are not accepted by the IRB.
2. Refer to *Required Components of Informed Consent Documents* (follow the *Regulation, Principles, Guidance and Resource* link), to ensure that the consent form that was previously approved by the IRB continues to fulfill current requirements and standards.
  - a. If the currently-approved consent document conforms to the current requirements and standards, *and you intend to continue using this consent form*, attach to this application a photocopy of **a recently-signed consent form that you have collected from one of your participants**. Feel free to block the signature to maintain confidentiality of this participant’s name. **Please do this for each different consent/assent form that you are currently distributing.**
  - b. If the currently-approved consent document does not conform to the current requirements and standards or if you are modifying your consent form, modify it using *Required Components of Informed Consent Documents* as a guide, and attach to this application a copy of the new form.
3. If you have allowed your approval to lapse, you must submit with your renewal application a **signed letter indicating that you have suspended all human participant-related activity since the termination date (specify the date) and will not resume such activity until the IRB has approved your renewal application.**

Refer to the *Application Deadlines and Schedule of IRB Meetings* page (follow the *IRB Submission Requirements* link) for a brief overview of projects that require **full** committee review, and those that qualify for **expedited** review.

4. If **full committee review** is required:
  - c. *Turn-around time*: Applications must be received **at least** three weeks prior to the next scheduled IRB meeting. There are no exceptions to the deadline. Turn-around can therefore be between three weeks and six weeks.
  - d. Submit one copy of the Renewal Approval Request (one copy signed), recruitment materials (if still recruiting), consent form(s), and debriefing scripts to IRB, 395 Pine Tree Road, Suite 320.
  - e. Submit one copy of the funding proposal (minus appendices; you may block out salary figures) *if submitted to funding source since the last IRB review* **as well as funding review comments that pertain to the use of human participants in your study** (if available). Also submit one copy of all measurement instruments (surveys, questionnaires, etc.) for which you need continuing approval.
5. If this study qualifies for **expedited review**.
  - f. *Turn-around time*: Allow three weeks for review and notification. (If the University is closed for holidays, please allow additional advance time equivalent to the time Cornell is closed.)
  - g. **Submit 1 copy of the Renewal Approval Request (signed) and consent form(s) to IRB, ORIA, 395 Pine Tree Road, Suite 320, Ithaca, New York 14850.. Also submit 1 copy of funding proposal (minus appendices; you may block out salary figures) if submitted to funding source since the last IRB review as well as funding review comments that pertain to the use of human participants in your study (if available).**