Creating a Modification or Renewal Submission

**Approved** studies can be modified and/or renewed

**Modification**
Click the study for which you wish to create a modification

Click **New Submission** and select **Modification** from the drop-down menu

Click **Edit** or **Complete submission**
Provide a justification for the modification in the textbox

Select the **Section** you wish to modify.
When you are finished click COMPLETE SUBMISSION and CERTIFY the study (quick guide: Submit and Certify)

**Renewal (request for more time)**
From the Human Ethics Dashboard, select the study you wish to renew

Click **+ New Submission** and select **Renewal** from the drop-down menu
Select Edit or Complete Submission
Complete the questions, when you are finished click COMPLETE SUBMISSION and CERTIFY the study (quick guide: Submit and Certify)