Submitting a 3 Year Renewal in iRIS
Select the "My Studies" Folder

Note: if this folder doesn’t show up on your dashboard, you can access it through the "Study Assistant" on the left. Hover over the Study Assistant and then click "My Studies."
Locate the study that you are renewing and select "Copy Study"
A copy of the study will appear in your list (The title will begin with "Copy of" and will be followed by your original study name). Click the icon to open the copy.
A "New Form Version" box may appear, click to convert.
Verify the Form Type and then click "Save and Continue to the Next Section." The rest of your application will become available - verify the information is still current and correct before submitting.