**RENEWAL FORM for UNIVERSITY OF LETHBRIDGE**

**Instructions**

1. Complete this form to outline your research activity over the past year.
2. In the ARISE system, create a New Human Study.
3. In Section 1.1 (1.0) of the application form Type **U of L RENEWAL, Your U of L ethics ID, “Your study title”**.  This will clearly identify the application as an annual renewal of an existing U of L HRPC approved application.
4. Using the U of L to U of A application mapping guidance, copy and paste the responses from your approved U of L application into the applicable sections of the ARISE application.
5. Upload the following to the documentation section of the ARISE application:
	1. Approved ethics application including consent documentation/appendices
	2. Approval Certificate
	3. This completed Renewal form.
6. Do not propose ANY CHANGES to your existing approved application when completing a renewal application.

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| **UL Ethics ID:** | Click or tap here to enter text. |

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| **RENEWAL DETAILS** |
| **1)** \* Summary of research activities over the past year – Please provide a summary of the study activities and/or the progress of the study to date in the past year. If there has been no study activity please explain and indicate the anticipated start date. |
| Click or tap here to enter text. |
| **2)** \* Why is renewal being requested – Please outline the activities that are currently occurring or that will be ongoing over the course of the upcoming year/renewal period (ie. Continuing to recruit/enroll participants and/or review records, continuing to send out surveys, continuing to collect samples). |
| Click or tap here to enter text. |
| **3)** Enrollment/Participant Status: (The REB is required assess the numbers of participants “enrolled” in the study over time. “Participants” are specific to the approved research and may be read to mean people/records/samples etc.)**3.1)** **How many new participants have you enrolled/records or charts have you reviewed/samples have you acquired in the past year.** |
| Click or tap here to enter text. |
| **3.2) TOTAL # participants enrolled/records reviewed/samples acquired to date.** *Note: this should not exceed the number of participants you originally planned to enroll (as outlined in Section 4.2 (4.1) of your application) unless an amendment has been submitted and approved.* |
| Click or tap here to enter text. |
| **4)** \* How many participant withdrawals have there been at this site? |
| Click or tap here to enter text. |
| **4.1)** If applicable, please list the reasons for the participant withdrawals. |
| Click or tap here to enter text. |
| **5)** \* Please provide an expected completion or end date of study. |
| Click or tap to enter a date. |
| **6)** Other Comments – Please provide any other details about the conduct of this research over the past year if applicable (i.e. Have there been any unanticipated issues not previously reported, have there been any deviations from the planned study not previously reported, have there been any changes to the approved research not previously reported?). |
| Click or tap here to enter text. |