Please use these steps to submit the renewal request:

1. Log in (https://protocols.research.colostate.edu/rco/) and go to your Project list, the PARF in a "Renewing" status will be highlighted in pink as shown below.
2. Click the "Edit" button.

Logout | Return to: Main Menu

Create New Project Approval Request

Show Both Active and Inactive PARFs

Action	Status	Approval Number	Renewal Number	Title	Expires	Closure	Amendment	Renewal
Edit	Renewing		4	Database test 1		Close	Amend	
Edit	Renewing		4	Database test 1		Close	Amend	
View	Approved	xx-xxx	2	Database test 1	2018-10-09	Close	Amend	
View	Approved	xx-xxx	1	Test 2	2018-10-09	Close	Amend	

3. Scroll through the form and make sure everything is accurate, at the bottom of the page you will see the following:

Done! You may either submit to RCO for review or save your work and finish it later. Select your choice before clicking Continue

Submit for IBC review ○   Continue
Save for further editing ◉

NOTE: The Default is "Save for further editing", click the radio button for "Submit for IBC review" and then click continue.

4. Return to your Project list to confirm submission, your submitted renewals will look like this:

Logout | Return to: Main Menu

Create New Project Approval Request

Show Both Active and Inactive PARFs

Action	Status	Approval Number	Renewal Number	Title	Expires	Closure	Amendment	Renewal
View	Approved		4	Database test 1	2018-10-23	Close	Amend	
View	Submitted		4	Database test 1		Close	Amend	
View	Approved	xx-xxx	2	Database test 1	2018-10-09	Close	Amend	
View	Approved	xx-xxx	1	Test 2	2018-10-09	Close	Amend	