

General Policies

3. Select **Renew a Protocol**.
4. Select the protocol to be renewed.
5. Choose appropriate Renewal form. [Note: When using this form, Animal Usage may reset to Zero after approval depending on your System Settings.]
6. Complete the Renewal. Remember to refer to items in other sections if amending/modifying any fields.
7. Click **Save**.
8. To submit the request, click the *Submit Protocol* icon. You will receive a pop-up notification stating that your protocol request has been submitted.-3(i)-7(ve)-3(a)