Cancelling Draft Protocols or Amendments

If you have draft protocols or amendments that you do not intend to submit, you may cancel them to clear them from your Draft folders.

Access the protocol through the Draft Protocols or Draft Amendment folder as appropriate.

Once you have opened the protocol or amendment, select the Cancel Draft Protocol option from the left-hand table of contents:

On the next screen, enter the cancellation reason and click Submit.

Closing Screen Overlays
Researchers and Reviewers may encounter a scenario similar to the screenshot below, where a screen associated with the protocol review process overlays the protocol itself. To collapse what is displaying over top of the protocol, click on whichever tab is open, which is identified by its blue title. In the case below, it’s the Review Notes tab.

**Continuing Reviews**

Non-teaching protocols, approved for three years, must undergo an annual review called a Continuing Review in SPARCS. Before the yearly anniversary of the protocol approval date, the researcher will receive an email prompting the completion of the review. The reminder email will include “Annual Review Notification” in the subject and come from the email sender eSiriusWebServer. Once you log into SPARCS, go to the Continuing Reviews Due Alert and select the hyperlink for the protocol due for review. Under the Progress Report Tab, select the status (Continue as is or Withdrawn), complete the Progress Report, address all other questions as indicated, and submit it for review.

Please check to see if you have any protocols in your Continuing Reviews alert category, and if so, complete the review.

**De Novo Reviews**

Just before the end of the three-year protocol period, the researcher will receive an email prompting the completion of a De Novo review in SPARCS. The reminder email will include “Protocol Expiration” in the subject and come from the email sender eSiriusWebServer. Once you log into SPARCS, go to the De Novo Reviews Alert and select the hyperlink for the protocol due for review. Complete the Progress Report, choose a De Novo Review Action (Protocol will be Renewed or Lapse upon Expiration), answer any other questions, and complete the renewal form.

Please check to see if you have any protocols in your De Novo Reviews alert category. If so, complete the review, so the Research Compliance office is clear about your intent relative to your expiring protocols.