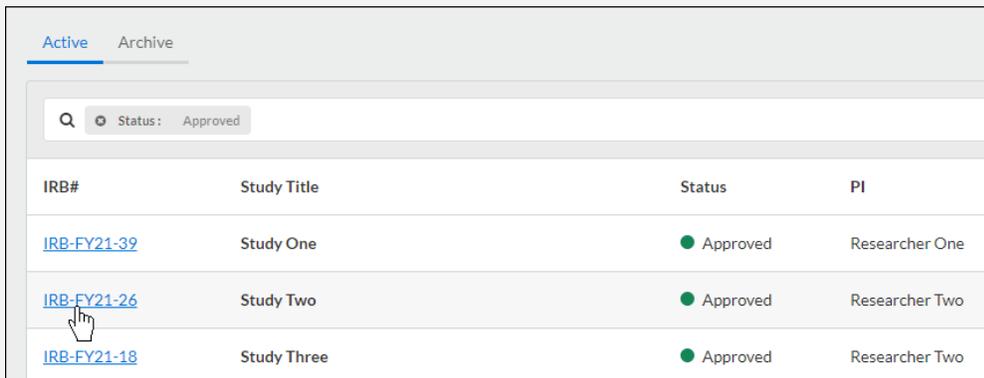


Creating a Modification

1. From your Researcher Dashboard, click on **Studies**.



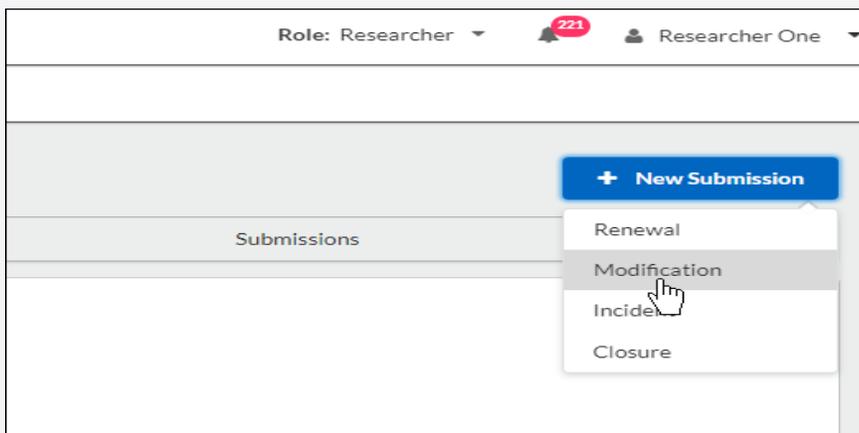
2. Search for the study for which you wish to create a modification, and click on the study number. **Please note:** Study must be approved.



The screenshot shows a table of active studies. At the top, there are tabs for 'Active' and 'Archive'. Below the tabs is a search bar with a magnifying glass icon and a filter dropdown set to 'Status: Approved'. The table has four columns: 'IRB#', 'Study Title', 'Status', and 'PI'. There are three rows of data, each with a blue link to the study number.

IRB#	Study Title	Status	PI
IRB-FY21-39	Study One	● Approved	Researcher One
IRB-FY21-26	Study Two	● Approved	Researcher Two
IRB-FY21-18	Study Three	● Approved	Researcher Two

3. In the top right-hand corner of the Study Details page, click on the **New Submission** drop-down menu, and click **Modification**.



Submission information will populate beneath the Submission Details tab. The person who creates the study is added as the Primary Contact by default, but this can be changed when editing the submission.

Click **Edit** to begin your submission.

Studies / Study Details / Submission Details

1 In-Draft
Submission is with researchers

Unsubmitted

Modification
IRB-FY21-26 - Study Two

 Edit PDF  Delete

PI: Researcher Two Current Analyst: N/A

Filling Out Your Submission

Filling out your Modification is a lot like filling out your Initial Submission with some key differences:

- Some sections may be modification specific, and are meant to show reviewers what changes have been made within the other sections.

IRB NUMBER: IRB-FY21-26

← SUBMISSION DETAILS **Study Two - Modification**

Sections <

Section 1 Modificati... ✓

Section 1 ✓

Section 2 ✓

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COMPLETE SUBMISSION >

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- The other sections are from the approved Initial Submission, and where the modifications are made. Since a Modification is a request for changes, changes do not go into affect until a Modification has been approved.

IRB NUMBER: IRB-FY21-26

← SUBMISSION DETAILS **Study Two - Modification**

Sections <

Section 1 Modificati... ✓

Section 1 ✓

Section 2 ✓

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When you're finished, click **Complete Submission**.