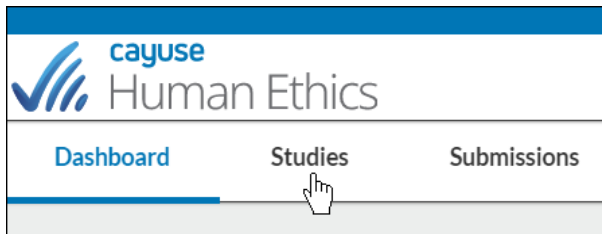


## CREATING A MODIFICATION

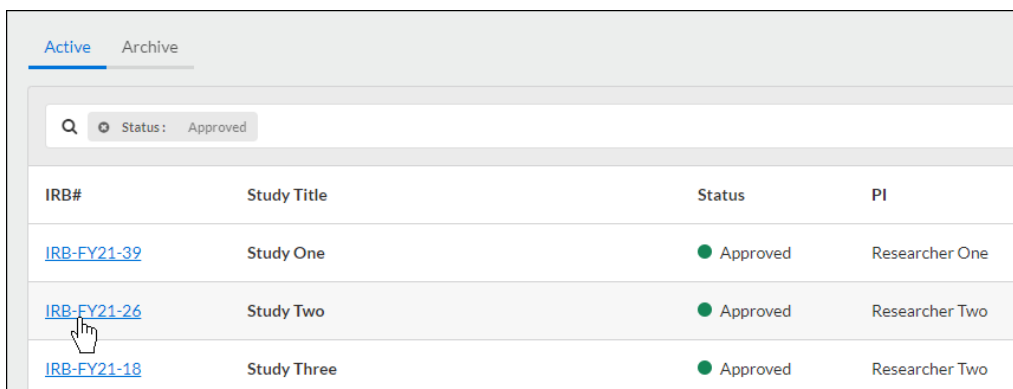
If you have an approved study, but need to create a Modification Submission, you can do so from the Study Details page.

### Creating a Modification

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



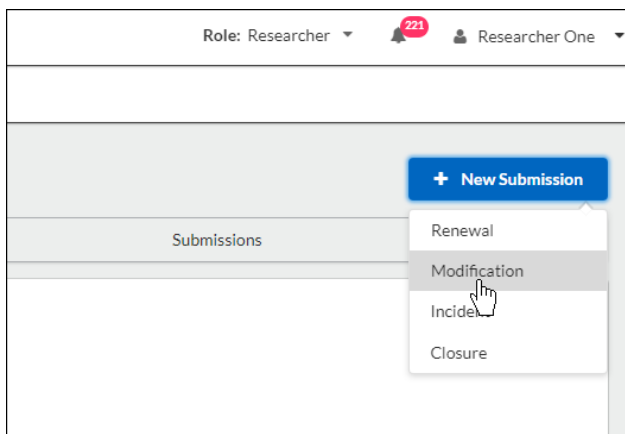
2. Search for the study for which you wish to create a modification, and click on the study number. **Please note:** Study must be approved.



The screenshot shows a table of studies with the following columns: IRB#, Study Title, Status, and PI. The 'Status' filter is set to 'Approved'. A mouse cursor is clicking on the link for Study Two (IRB-FY21-26).

IRB#	Study Title	Status	PI
<a href="#">IRB-FY21-39</a>	Study One	Approved	Researcher One
<a href="#">IRB-FY21-26</a>	Study Two	Approved	Researcher Two
<a href="#">IRB-FY21-18</a>	Study Three	Approved	Researcher Two

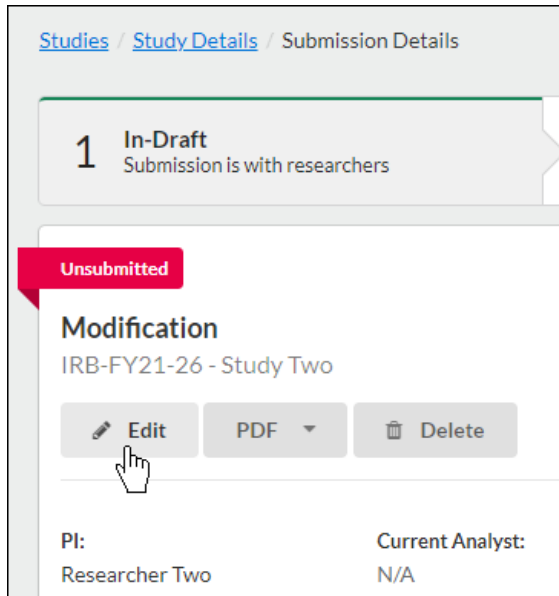
3. In the top right-hand corner of the Study Details page, click on the **New Submission** drop-down menu, and click **Modification**.



## CREATING A 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.



## 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.

## CREATING A MODIFICATION

IRB NUMBER: IRB-FY21-26

### Study Two - Modification

← SUBMISSION DETAILS

Sections <

- Section 1 Modification... ✓
- Section 1 ✓
- Section 2 ✓

Routing Send to PI for certification? ▾

COMPLETE SUBMISSION >

Attach1 ATTACH

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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

### Study Two - Modification

← SUBMISSION DETAILS

Sections <

- Section 1 Modification... ✓
- Section 1 ✓
- Section 2 ✓

Routing Send to PI for certification? ▾

COMPLETE SUBMISSION >

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