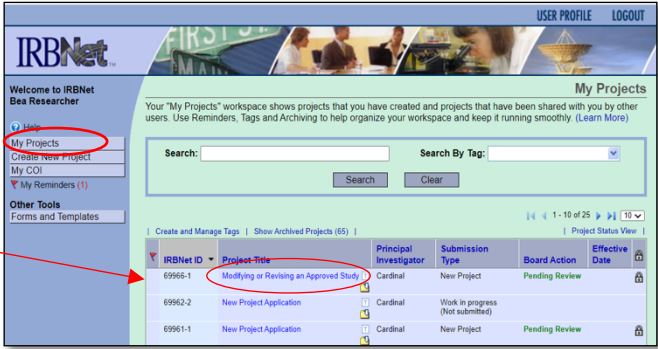
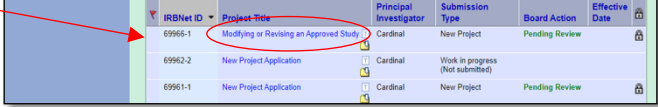
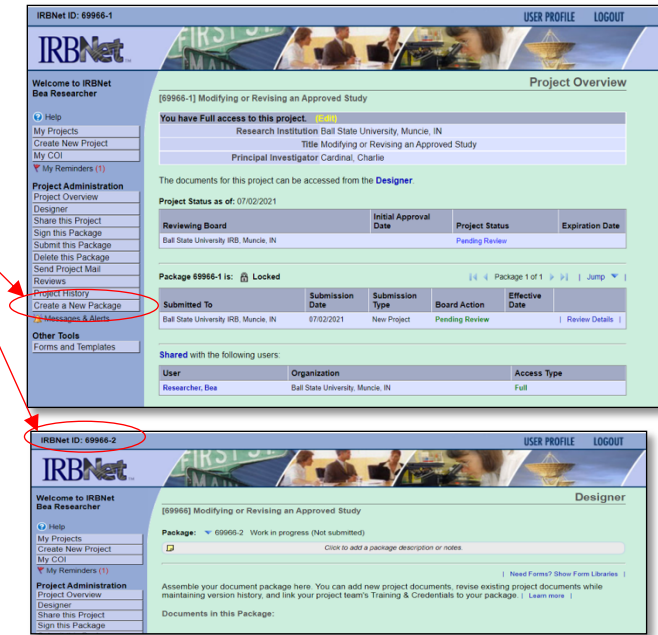
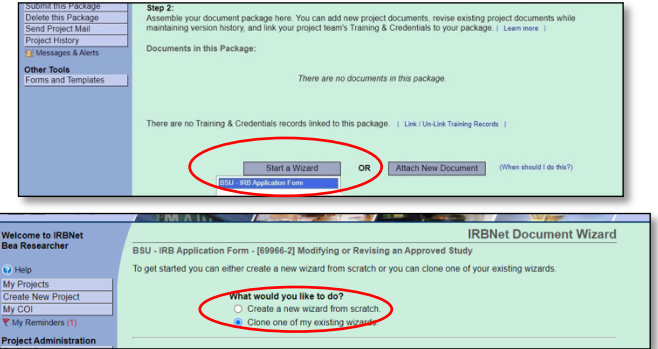
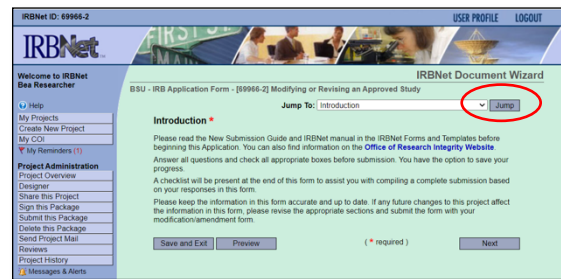


HOW TO SUBMIT A MODIFICATION AFTER APPROVAL

If you want to modify your study after approval, you must submit a modification/amendment form with updated application and documents. All changes in your documents (excluding the application) must be highlighted.

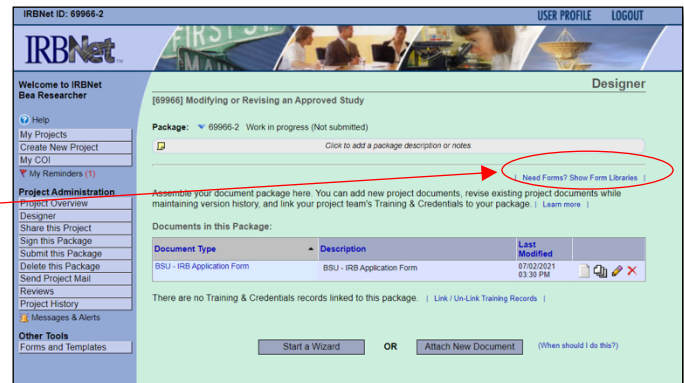
<p>1. Login to www.irbnet.org with your username and password, and then click on the "My Projects" button on the left side navigation menu.</p>	
<p>2. Select the project you wish to modify.</p>	
<p>3. Next, click "Create a New Package" on the left.</p> <ul style="list-style-type: none"> ✓ You should now view a new package like the one below. Although it is a "new" package, it is still affiliated with the original submission. ✓ You can verify that you have successfully created a new package by making sure the "dash number" of your IRBNet ID number has increased by one from the previous submission. In this case, we increased from [69966-1] to [69966-2]. 	
<p>4. If you need to update your application, click on "Start a Wizard" → "BSU – IRB Application Form".</p> <p>5. Click "Clone one of my existing wizards."</p> <p>a. A list of past documents will appear. Select the application form from the submission that you are modifying or revising.</p> <p>6. You will be brought to the start of the application you selected.</p>	

- a. Use the **“Jump”** feature in the top-right to navigate to the section(s) of the application that you are modifying or revising.
- b. Make any necessary changes to the application form.
- c. When you are finished, click **“Save and Exit”** on the bottom-left.

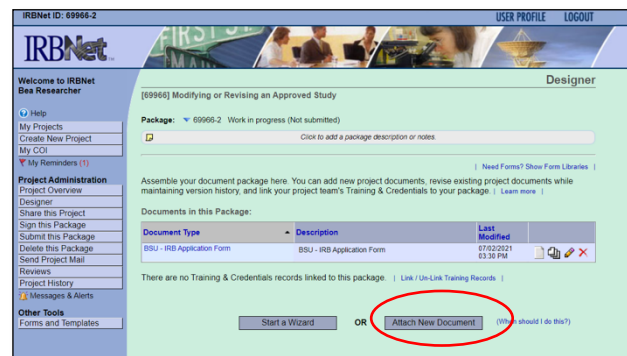


7. In addition to reflecting any modifications within your application form, you need to upload an **amendment/modification form**.

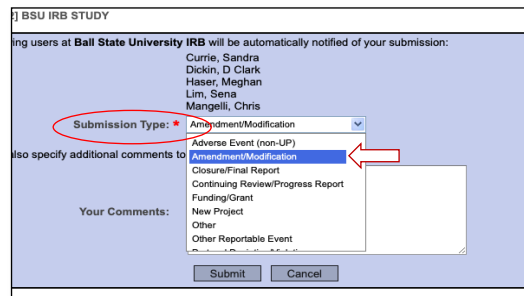
- a. Download this and any other relevant forms from the document library by clicking on **“Need Forms? Show Form Libraries”** in the top-right.



8. Upload the completed modification form and any other necessary documents by clicking on **“Attach New Document”** in the bottom-right.



9. Once you are finished updating your application form and uploading any other necessary documents, share (if applicable), sign, and submit your modification to the IRB. Please be sure to mark the submission type as amendment/modification



NOTE:

1. Please do not ask ORI staff to unlock your project.
2. You don't need to highlight the changes you made in the wizard form. Thus, please do not download the wizard form and reupload it to highlight your changes. Instead, upload a word document to explain your changes made in the application form.
3. When copying/pasting from external sources, please click the 'Paste as text' tool to avoid any damages on your application file.

