eIRB Create Modification

July 16, 2004
Step 1 - For sim purposes you will only fill out a limited number of questions.

Notes:
For simulation purposes, we will only fill out a limited number of questions on this form.

Click Here to continue.
Step 2 - Click on **Protocols**

Notes:
To create a modification for a protocol, from My Inbox, click on Protocols.
Step 3 - Click on **Effects of e-Learning**

---

**Notes:**
Select the protocol you wish to create a modification for. Click on Effects of E-Learning.
Step 4 - Click on ![New Modification]

With the protocol now selected, click on New Modification.

**Notes:**
With the protocol now selected, click on New Modification.
Step 5 - Click in the Request Name field.

**Notes:**
Click in the Request name field to select it.
Step 6 - Type "Recruitment Advertisement" in edit box

Notes:
Type, Recruitment Advertisement, in the Request name field.
Step 7 - Click on Modification Request.

Notes:
Click on Modification Request.
Step 8 - Click on

Use this form to initiate a new Modification Request or a Project Termination form.

Please enter a short name to help you identify this request when it appears in lists.

- Request name: Recruitment Advertisement

Would you like to submit a Modification Request or Terminate your study?

- Modification Request
- Terminate Study

When you click Continue you'll be taken to a new page where you can fill out the Modification Request form or the

Notes:
Click Continue to move to the next screen.
Notes:
Click in the Current Subjects Enrolled field to select it.
Step 10 - Type "34" in edit box

Notes:
Type, 34, for the current number of subjects enrolled.
Step 11 - Click on

**Notes:**
Select the Advertisement check box.
Step 12 - Click on 

**Notes:**
Scroll down to view more of the page.
Step 13 - Click on \( \text{No} \)

**Notes:**
Choose No for question 3, Does this change affect subject participation?
Step 14 - Click in the description field.

```
2.1. Advertisement:  
2.2. Consent Form:  
2.3. Protocol:  
2.4. Questionnaire:  
2.6. A Change in Study Status:  
2.7. If change in status, indicate new status:  
2.5. Other (specify in question 4):  

3. Does this change affect subject participation?  
   ☐ Yes  ☐ No

4. Briefly describe and explain the reason for the modification.
   Please indicate any changes, deletion, etc.

---

Notes:
Click in the text box for question 4 to select it.

Revised documents must be attached as a Word document with changes tracked (You will be able to upload revised documents when you click "continue").

Any changes to questionnaires must be prospectively reviewed and approved by the IRB.

All changes to the protocol must be incorporated into the written protocol and the new version submitted.

Checking "yes" will likely require consent form modifications.
Step 15 - Type "Advertisement" in edit box

Notes:
Type, Advertisement, for a brief explanation for the modification.
Step 16 - Click on

Notes:
Click on the Continue button to move to the next screen.
Step 17 - Click on Finish

Click on the Finish button to complete this Modification.

Notes:
Click on the Finish button to complete this Modification.
Step 18 - End of simulation