eIRB Submit Modification

June 30, 2004
Step 1 - Click on

Notes:
Start by scrolling down, if necessary, to view any listed modifications.
Step 2 - Click on the modification you wish to submit.

**Notes:**
Click on the modification you wish to submit.
Step 3 - Click on **Documents for this Modification**

To view, add or remove documents for this modification, click on **Documents for this Modification**.

**Notes:**
To view, add or remove documents for this modification, click on Documents for this Modification.
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Step 4 - Click on 

Notes:
To make modifications, click, Open the Modification Request Form...
Step 5 - Click on **Continue >>**

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 will be taken to a new page where you can fill out the Modification Request.

With the modification request form open, click Continue to move to the next screen.

**Notes:**

With the modification request form open, click Continue to move to the next screen.
Step 6 - Click on

Notes:
Review the options on this page and scroll down to view more of the form.
Step 7 - Click on [Continue >>]

Notes:
Make any necessary changes and click Continue.
Step 8 - Click on

Use this form to manage your documents.

This checklist is intended to aid investigators in providing the documentation necessary to obtain Institutional Review Board (IRB) approval for research protocols involving human subjects. Please use the most recent version of the IRB forms, which can be found here. For each item, please check whether that document will be submitted electronically or via hard copy. If you are submitting document(s) please indicate how many.

*If you do not need to upload any documents, simply hit the “Finish” button.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Electronic</th>
<th>Hard Copy</th>
<th>How Many?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modified Protocol</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy of grant (if NIH grant as new funding source)</td>
<td></td>
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<tr>
<td>Data Safety Monitoring Plan for NIH-sponsored studies or GCRC studies</td>
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<tr>
<td>Adult Informed Consent Form</td>
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<tr>
<td>Genetic Informed Consent Form</td>
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<td>Child Assent</td>
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<td>Media Informed Consent</td>
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<tr>
<td>HIPAA Research Authorization</td>
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<td>HIPAA Authorization for Existing PHI</td>
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</tbody>
</table>

Notes:
From here you would manage any associated documents. Scroll down when ready.
Step 9 - Click on Finish

Notes:
When you are done making any document modifications, click Finish.
Step 10 - Click on

**Notes:**
Once you have made changes, your available actions reflect your options. Click Here to continue.
Step 11 - Click on Submit

Notes:
From Available Actions, click Submit.
Step 12 - Click on

http://irbdev/sandbox/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Ent -
Microsoft Internet Explorer

Notes:
You may add any additional comments if necessary. These comments can be read by the modification approver.
Click Here to continue.
Step 13 - Click on

Submit

Use this form to submit your modification request to the ORIO office.

Short Study Title: Effects of E-Learning
IRB Number: IRE00000003
Modification Title: Recruitment Advertisement
Modification ID: MR000000003

When you click OK your request goes to the ORIO office. You will no longer be able to edit the modification request form. You will be notified when the ORIO makes a decision about your request.

Notes:
Scroll down, if necessary, to complete the submission.
Step 14 - Click on **OK**

**Notes:**
Click OK to submit this Modification.
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Step 15 - Click on

Notes:
The project log for Modifications will reflect the newly submitted Modification. Click Here to continue, and complete this simulation.
Step 16 - End of simulation