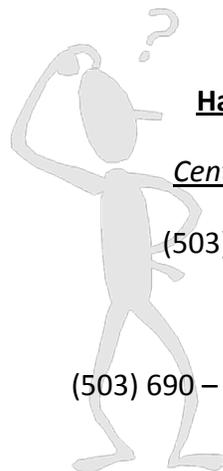


## How to create a modification in the eIACUC

1. **Create an eIACUC Modification:** Anyone currently listed on the protocol can generate a modification but only the PI will be able to submit it. Follow the steps below to modify your protocol.
  - a. Login to the eIACUC and open the protocol you wish to modify.
  - b. Click on “New Modification” located on the left hand side of the page.
  - c. Briefly describe your modification and click “Continue”. The eIACUC will create a “copy” of your protocol that can be edited. This process could take 10-15 minutes. Once the copy has been made, the word “SmartForm” will appear in small letters in the center of your screen. Click on this word to enter the copy of your protocol.
  - d. Edit the sections of your protocol you wish to change
    - i. **“Jump To” feature:** In the gray bar at the top of the page is the “Jump To” feature. This allows you to navigate to specific pages in your protocol.
      1. Click on the arrow next to the word “creation” to expand the list. Select the section you wish to edit and click on it.
      2. Remember to click “Save” after making changes to each page. “Save” is also located in the gray bar at the top of the page.
    - ii. **Protocol Checklist:** The check boxes on this page will trigger other pages with questions relevant to your study. If you are adding new experiments, you should revisit the checklist to see if there additional pages that will need to be completed.
  - e. When you are finished editing your study, click “Exit” to exit the copy of your protocol.
  - f. Click “Exit” again to return to your modification summary page.
2. **Submit Your Modification:** The PI will need to log into the eIACUC and click the submit button located on the left hand side of the page under the “My Activities” section.



### **Have Questions? Contact us!**

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