IRIS TIPS
How to Modify a Study

OVERVIEW

ℹ️ *You can only request modifications if your study is active and approved by the IRB. To make changes to your approved study, please follow the instructions below.*

1. Login to your iRIS account. Click **STUDY WORKSPACE.**

2. **SCROLL DOWN TO THE BOTTOM OF THE HOME PAGE** to **IRB STUDIES**, click on the **ALL** tab.

3. Search for the desired study row. On that row you will see several options under the **ACTIONS** column—select the **FORMS** icon.

4. When you click the **FORMS** icon you will now see a menu of forms pertaining to the study. Choose **IRB MODIFICATION REQUEST** and click on **START A NEW SUBMISSION.**

5. The modification form will open. Section 1.1 will draw in information from the original application. Fill out the form and provide a description of the modification and a justification for the change(s).

| My Workspaces ▼ | Abbreviated Study Title: afda
PI: Aina, Sandee | Study Assistant | IRB Modification Request - (Version 1.0) | ◀ Back |

🖨 Print Friendly   🔄 Refresh Constant Fields   💾 Save Section   💾 Save and Continue to Next Section

| Section view of the Form | Entire view of the Form |

1.0 📄 **Modification Form - Human Subjects**

1.2   Type of Modification

Select all that apply:

☐ New Procedures
☐ Study Title Change
☐ Change in Study Personnel
☐ Change of Site
☐ Change in Enrollment
☐ Consent Change
☐ Recruitment Material
☐ Instruments (surveys, questionnaires, interviews, etc)
☐ Other

For each modification selected, complete the associated text box below explaining the change. At the end of the form, follow the instructions to create a revision of the actual application so the committee can see the proposed changes.

6. Update the application to include **ALL** of the proposed changes. Attach the application to the modification form by clicking on **CLICK HERE TO ATTACH THE APPLICATION**.

| Section view of the Form | Entire view of the Form |

1.0 📄 **Modification Form - Human Subjects**

☐ Other

For each modification selected, complete the associated text box below explaining the change. At the end of the form, follow the instructions to create a revision of the actual application so the committee can see the proposed changes.

1.12   Attach Revised Application

Now that you have explained the modification, you will need to revise the application so the committee can see the proposed changes. Use the following step-by-step instructions to complete this process. You can also see step-by-step screenshots at this link: (add link to the Articulate training)

1. Click the gray button below labeled "Click here to attach the application"
2. A pop-up will appear with a table showing your currently approved application. On the right side, click the option to "Add Revision". On the second pop-up, click "OK" to create the revision.
3. This will take you to a new version of your application. You can now move through the application and make your proposed changes in the relevant sections. Just like the original application, it's very important to use the Save buttons to save the changes.
4. **DO NOT** make any changes to study personnel.
5. Once you make all the proposed changes, you should click the "Back" button to return to the Modification form, which will list the revised application. Now you can use the Save and Continue to Next Section button to complete the rest of the Modification form.

📎 Click here to attach the application.

No Application has been associated with this submission.

7. If the proposed changes include revisions to the instruments, consent forms and recruiting materials, attach them to Section 1.13.

1.13   Documents

Please use the table below to upload any necessary document(s).

➕ Add a New Document   ➕ Add Multiple Documents

Detach	Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.							

➕ Add a New Consent

Detach	Version	Title	Category	Language	Expiration Date	Consent Outcome	Checked Out	View Document
No Consent(s) have been attached to this form.								