How to Submit a Modification Form
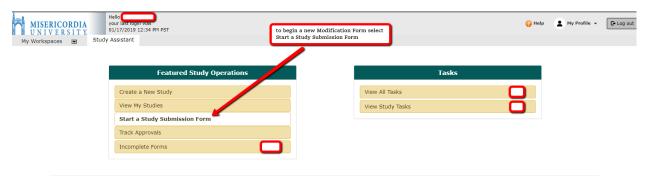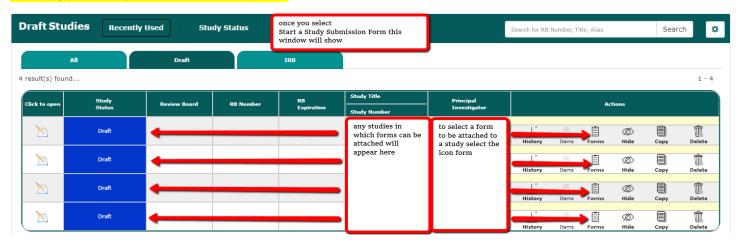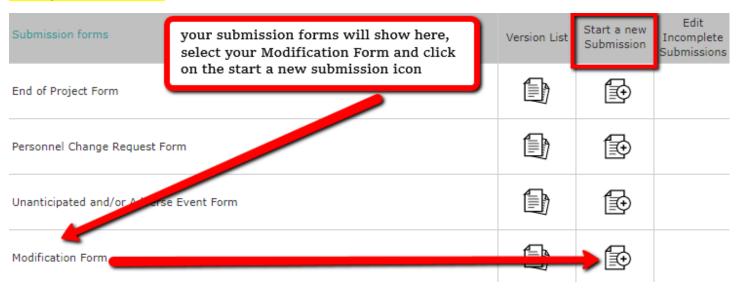
To begin a new Modification Form it is necessary to have submitted a Study Application previously
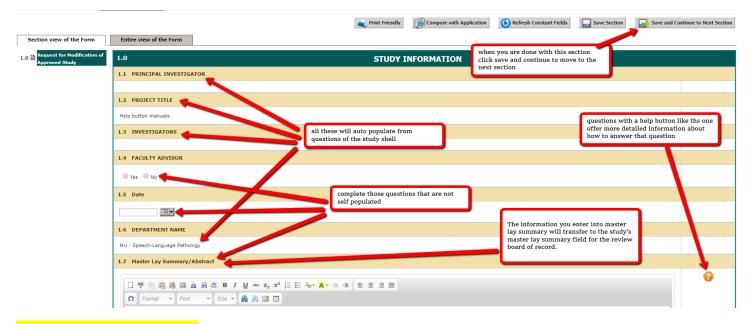

Selecting your study and its Modification Form

Starting a new submission

Section 1. Study Information

1.0 STUDY INFORMATION

when you are done with this section click save and continue to move to the next section

1.1 PRINCIPAL INVESTIGATOR

1.2 PROJECT TITLE

Help button manuals

1.3 INVESTIGATORS

all these will auto populate from questions of the study shell

1.4 FACULTY ADVISOR

○ Yes ○ No

1.5 Date

questions with a help button like ths one offer more detailed information about how to answer that question

complete those questions that are not self populated

1.6 DEPARTMENT NAME

MU - Speech-Language Pathology

1.7 Master Lay Summary/Abstract

The information you enter into master lay summary will transfer to the study's master lay summary field for the review board of record.

Section 2. Application Revision

2.0 APPPLICATION REVISION

4- click save and continue to move to the section

2.1 Please click on the button below and select the Application to complete your edits/changes. Once complete, you can attach the revisions to this Submission Form.

Click here to attach the application.

1- click here to attach the application

No Application has been associated with this submission.

2- select the application you would like to attach

Attaching Study Application

Select the application that you would like to attach and then click Save Attachment   Save Attachment

this window will show when you click to attach the application

Select	Show Rev.	Edit/ View	Form Name		Approved	Create a Revised Application
○			IRB Application (Version 1.0)		No	

3- click save attachement

Modify Consent(S) and Study Document(s)

My Workspaces | Study Number: NA-1 PI: Administrator | Study Assistant | Modification Form - (Version 1.0) | Back

click save and continue to move to the next section

3.0 MODIFY CONSENT(S) AND STUDY DOCUMENT(S)

3.1 Modify consent(s) below: (If applicable)

Add a New Consent

to Add a new consent click here

Detach	Version	Title	Category	Language	Expiration Date	Consent Outcome	Checked Out	View Document

No Consent(s) have been attached to this form.

3.2 Modify study document(s) below: (If applicable)

to add a single document click here   or   to add multiple documents click here

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.

INVESTIGATOR'S ACKNOWLEDGMENT

Print Friendly | Compare with Application | Refresh Constant Fields | Save Section | Save and Continue to Next Section

Section view of the Form | Entire view of the Form

1.0 Request for Modification of Approved Study
2.0 APPPLICATION REVISION
3.0 MODIFY CONSENT(S) AND STUDY DOCUMENT(S)
4.0 PI CERTIFICATION

2-once you are done with this section select save and continue

4.0   **INVESTIGATOR'S ACKNOWLEDGMENT**

4.1   I agree to conduct this Human Research in accordance with applicable regulations and the Misericordia University policies and procedures. I certify that the information in this application is complete and correct. I understand that as Principal Investigator, I have ultimate responsibility for the conduct of the study, the ethical performance of the project, the protection of the rights and welfare of human subjects, and strict adherence to any stipulations imposed by the IRB. The requested changes will not be implemented until the full written approval has been received.

Principal Investigator
Administrator

1-select your answer

○ Agree ○ Disagree

Form has been Completed

Print Friendly | Compare with Application | Signoff and Submit

Section view of the Form | Entire view of the Form

1.0 Request for Modification of Approved Study
2.0 APPPLICATION REVISION
3.0 MODIFY CONSENT(S) AND STUDY DOCUMENT(S)
4.0 PI CERTIFICATION

Form has been Completed!
Instruction of Form has Been Completed Screen

once the form has been completed you can select exit form or signoff and submit

✖ Exit Form

🖊 Signoff and Submit

Submission Routing Signoff

this window will show once you select signoff

Save Signoff

Study Title: New Application
Submission Reference Number: 000069

🖨 Printable Version

Include in PDF Packet	Submission Component Name - Version
	Submission Form(s)
☐	Modification Form - (Version 1.0)
	Application
☐	IRB Application - (Version 1.0)

Submission Form(s):

if you want to make a printable PDF version make your selection and then click Printable Version

Administrator as Principal Investigator do you Approve or Deny this submission? ○ Approve ○ Deny

This form requires your electronic signature. Please enter your User ID & Password:
User ID: [_____]
Password: [_____]

once you make your selection (Approve or Deny), input your user id and pasword and then select save signoff

🖫 Save Signoff

Workflow - Submission Tracking

once you select save signoff the Workflow - Submission Tracking page will show

Print Friendly

Status	View Details	Date Received / Date Completed		Event Description
🔵		01/18/2019 10:45 AM PST	⊞	IRB received the submission
✔		01/18/2019 10:51 AM PST / 01/18/2019 10:51 AM PST	⊞	Send Email with Merge Code
⚠		01/18/2019 10:51 AM PST / 01/18/2019 10:51 AM PST	⊞	The following Study Personnel are not registered with up to date training records:
✔		01/18/2019 10:45 AM PST / 01/18/2019 10:45 AM PST	⊞	Send Email with Merge Code
⚠		01/18/2019 10:45 AM PST / 01/18/2019 10:45 AM PST	⊞	The following Study Personnel are not registered with up to date training records:
✔	🖊	01/18/2019 10:17 AM PST / 01/18/2019 10:51 AM PST	⊞	has Principal Investigator review and apply signoff
✔		01/18/2019 10:12 AM PST / 01/18/2019 10:17 AM PST	⊞	Modification Form is waiting to be submitted

you can click on the plus sign to view further details

once you are done viewing at the submission tracking click on the back button to access your all your studies

PI has apply signoff