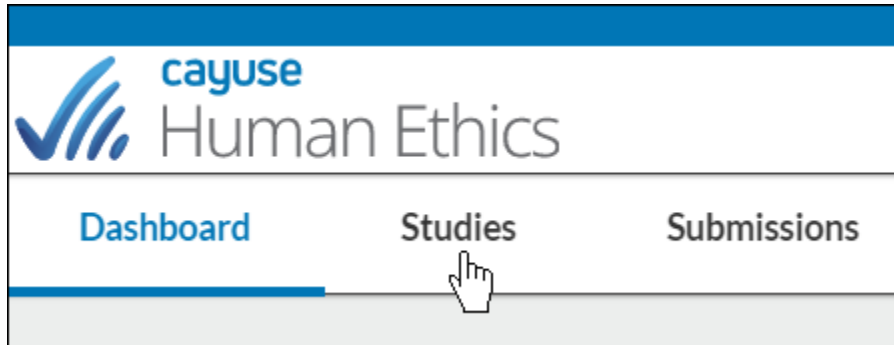


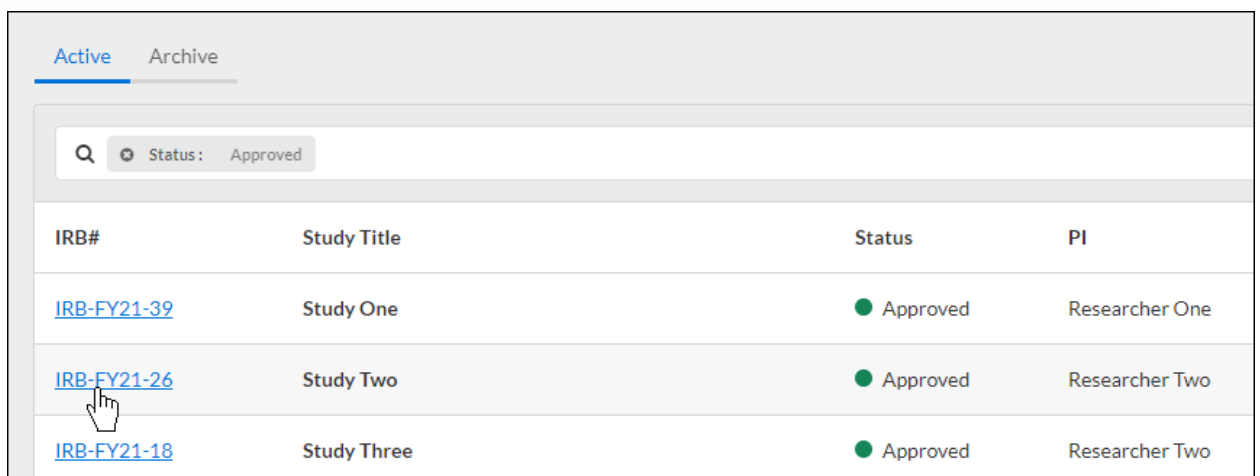
# Creating a Modification

If you have an approved study, but need to create a Modification Submission, you can do so from the Study Details page.

1. From your Researcher Dashboard, click on **Studies**.

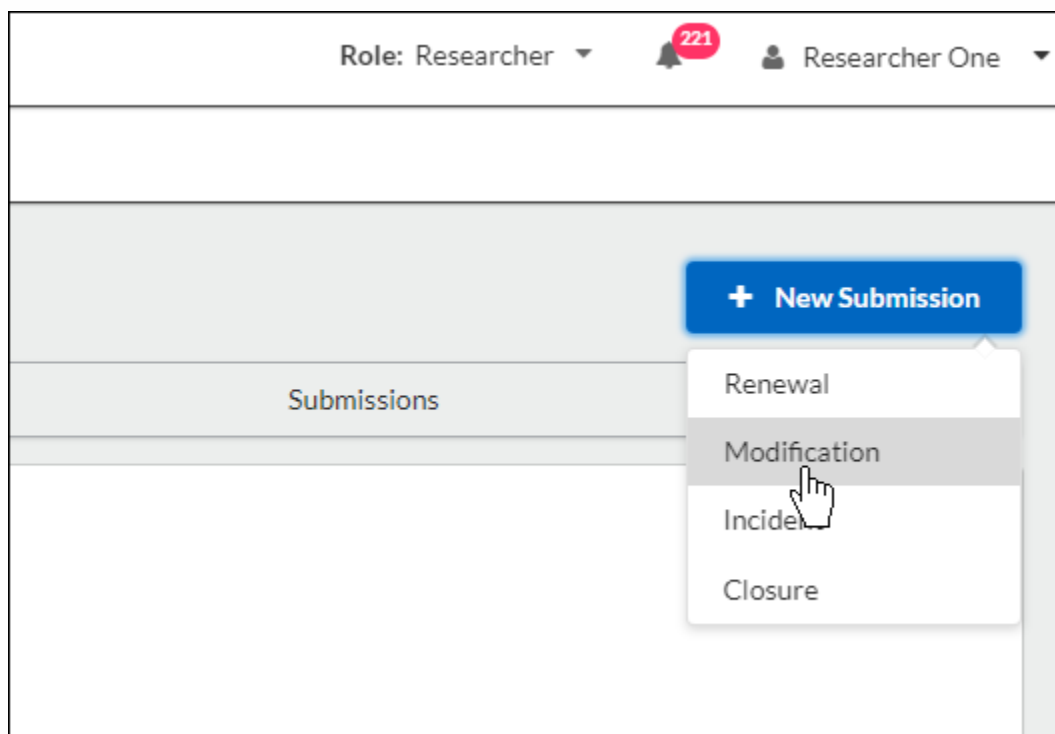


2. Search for the study for which you wish to create a modification, and click on the study number. **Please note:** Study must be approved.

A screenshot of the 'Active' studies table in the Cayuse Human Ethics system. The table has four columns: 'IRB#', 'Study Title', 'Status', and 'PI'. There are three rows of data, each representing an approved study. A hand cursor is pointing at the 'IRB-FY21-26' link in the first column.

<div>Active Archive</div> <div>Q Status: Approved</div>			
IRB#	Study Title	Status	PI
<a href="#">IRB-FY21-39</a>	Study One	● Approved	Researcher One
<a href="#">IRB-FY21-26</a>	Study Two	● Approved	Researcher Two
<a href="#">IRB-FY21-18</a>	Study Three	● Approved	Researcher Two

3. In the top right-hand corner of the Study Details page, click on the **New Submission** drop-down menu, and click **Modification**.



Submission information will populate beneath the Submission Details tab. The person who creates the study is added as the Primary Contact by default, but this can be changed when editing the submission.




Click **Edit** to begin your submission.

[Studies](#) / [Study Details](#) / Submission Details

**1 In-Draft**  
Submission is with researchers

**Unsubmitted**

**Modification**  
IRB-FY21-26 - Study Two

 **Edit** **PDF**   **Delete**

**PI:**  
Researcher Two

**Current Analyst:**  
N/A

## Filling Out Your Submission

Filling out your Modification is a lot like filling out your Initial Submission with some key differences:

- Some sections may be modification specific, and are meant to show reviewers what changes have been made within the other sections.

← SUBMISSION DETAILS

IRB NUMBER: IRB-FY21-26

Study Two - Modification

Sections

Section 1 Modificati... ✓

Section 1 ✓

Section 2 ✓

Routing  
Send to PI for certification? ▾

COMPLETE SUBMISSION >

Attach1

ATTACH

Sponsors

FIND SPONSORS

Attach2

ATTACH

- The other sections are from the approved Initial Submission, and where the modifications are made. Since a Modification is a request for changes, changes do not go into effect until a Modification has been approved.

← SUBMISSION DETAILS

IRB NUMBER: IRB-FY21-26

Study Two - Modification

Sections

Section 1 Modificati... ✓

Section 1 ✓

Section 2 ✓

Routing  
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COMPLETE SUBMISSION >

Attach1

ATTACH

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FIND SPONSORS

Attach2

ATTACH

When you're finished, click **Complete Submission**.

## **Creating a Modification**

If you have an approved study, but need to create a Modification Submission, you can do so from the Study Details page.

1. From your Researcher Dashboard, click on **Studies**.
2. Search for the study for which you wish to create a modification and click on the study number. **Please note:** Study must be approved.
3. In the top right-hand corner of the Study Details page, click on the **New Submission** drop-down menu, and click **Modification**.

Submission information will populate beneath the Submission Details tab. The person who creates the study is added as the Primary Contact by default, but this can be changed when editing the submission. Click **Edit** to begin your submission.

- Filling out your submission:
  - Filling out your Modification is a lot like filling out your Initial Submission with some key differences:
    - Some sections may be modification specific and are meant to show reviewers what changes have been made within the other sections.
    - The other sections are from the approved Initial Submission, and where the modifications are made. Since a Modification is a request for changes, changes do not go into effect until a Modification has been approved.
    - When you're finished, click **Complete Submission**.