

IRIS GUIDE

Meeting Agenda Management

Make changes to an active study.

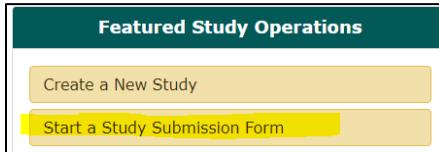
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iRIS Guide

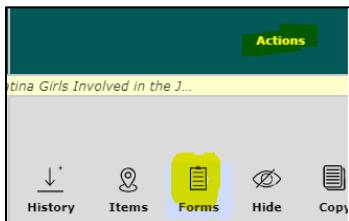
Modify A Study

Changes to an active study can be done through a study modification form.

1. From the study workspace, select **Start a Study Submission Form**.



2. The **All Studies** tab will be presented with a list of all studies associated with the current user. Select the glowing **Forms** icon in the **Actions** column associated with the study that should be modified.



3. Find **Modification Form** in the list and click on the icon in the **Start a New Submission** column. If this option is not available, there may be a current modification request pending or the initial study application has not been approved.

	Version List	Start a new Submission	Edit Incomplete Submissions
Modification Form			

4. In section 2.3 of the form, select all modifications that apply. Depending on what is selected, new information and options will become available.

2.3 Include the type of modification being requested:
<input type="checkbox"/> Submitting an updated Investigator Brochure or Master Protocol <input type="checkbox"/> New or revised consent forms <input type="checkbox"/> New or revised questionnaires, surveys, recruitment materials, advertisements, etc. <input type="checkbox"/> Changes to the study design or procedures <input type="checkbox"/> Adding or removing personnel

* If personnel is being added to the study, ensure that all CITI certificates and all CVs/biosketches/resumes are attached.

5. Complete the form and submit for review.