



IRB Protocol Modification Submission Cheat Sheet

Modification – you must receive approval from the IRB before implementing changes to your data collection tool, informed consent form, inclusion/exclusion criteria, incentives, subject population, methods, etc.

Making a New Modification Submission:

1. If you need to submit a request to modify your study, login to Cayuse IRB using your CSUB username and password (<https://csub.cayuse424.com>) and select your study under *My Studies*.

The screenshot shows the Cayuse IRB dashboard for a user with the role of 'Researcher'. At the top right, there is a '+ New Study' button. Below this are four status cards: 'In-Draft' (0), 'Awaiting Approval' (1), 'Pre-Review' (0), and 'Under Review' (1). The 'My Studies' section is circled in red and contains a table with the following data:

Study ID	Study Title
TR-15-16-19	Study Title Goes Here
TR-15-16-17	April test
TR-15-16-16	try again

Other sections include 'My Tasks' with one task 'TR-15-16-16' and 'Submissions by Type' with counts for Initial (3), Withdrawal (0), Modification (0), Renewal (0), Incident (0), Closure (0), and Legacy (0).

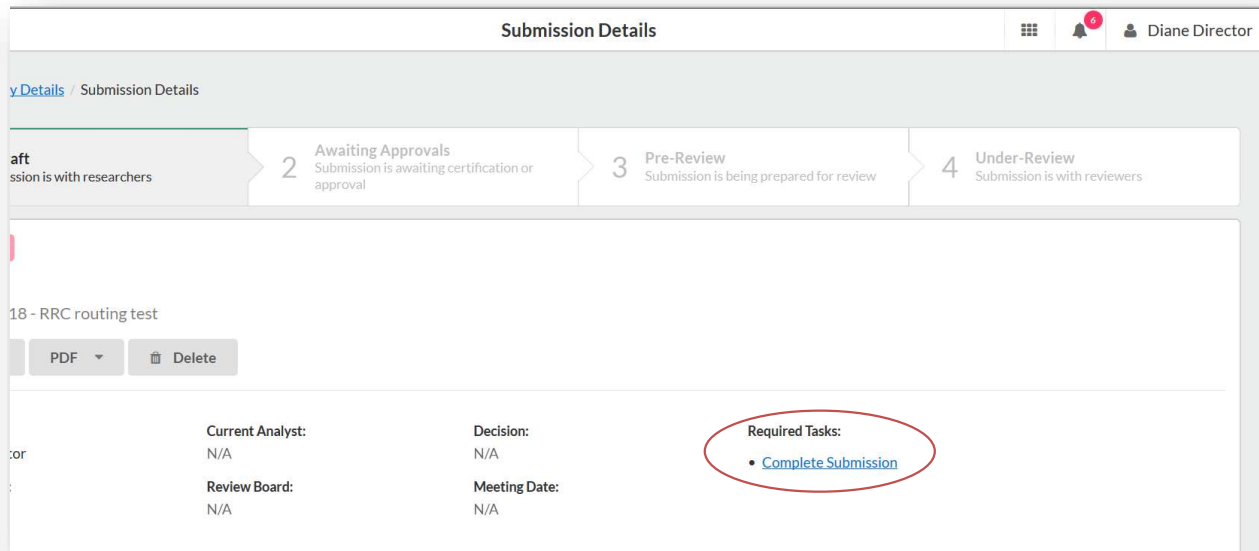
2. Select *New Submission* and choose the appropriate application for your circumstance.

The screenshot shows the 'Study Details' page for study 'TR-15-16-17' (April test). The 'New Submission' button is circled in red, and its dropdown menu is open, showing options: 'Renewal', 'Modification', 'Incident', and 'Closure'. The study details include an 'Approved' status, PDF and Delete buttons, and the following information:

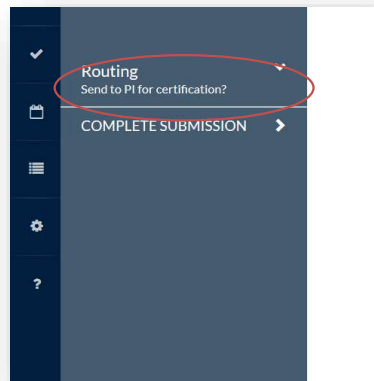
Approval Date:	Expiration Date:	Organization:	Active Submissions:
04-14-2016	04-30-2016	Office of Research Affairs, Physical Therapy	N/A



- Just like the initial submission, your new submission will have a list of Required Tasks for you to complete before you can submit.



- Enter the required information and select COMPLETE SUBMISSION >





- You will need to confirm the submission and will be brought back to your Submission Details. Click Certify to “sign” the submission and send it to the IRB.

Submission Details

Submission Details

Researchers

2 Awaiting Approvals
Submission is awaiting certification or approval

3 Pre-Review
Submission is being prepared for review

4 Under-Review
Submission is with reviewers

Routing:

Return Certify

Current Analyst: N/A

Decision: N/A

Required Tasks: N/A

Review Board: N/A

Meeting Date: N/A

Any questions can be directed Gwen Parnell at (661) 654-6712 or gparnell@csub.edu.