

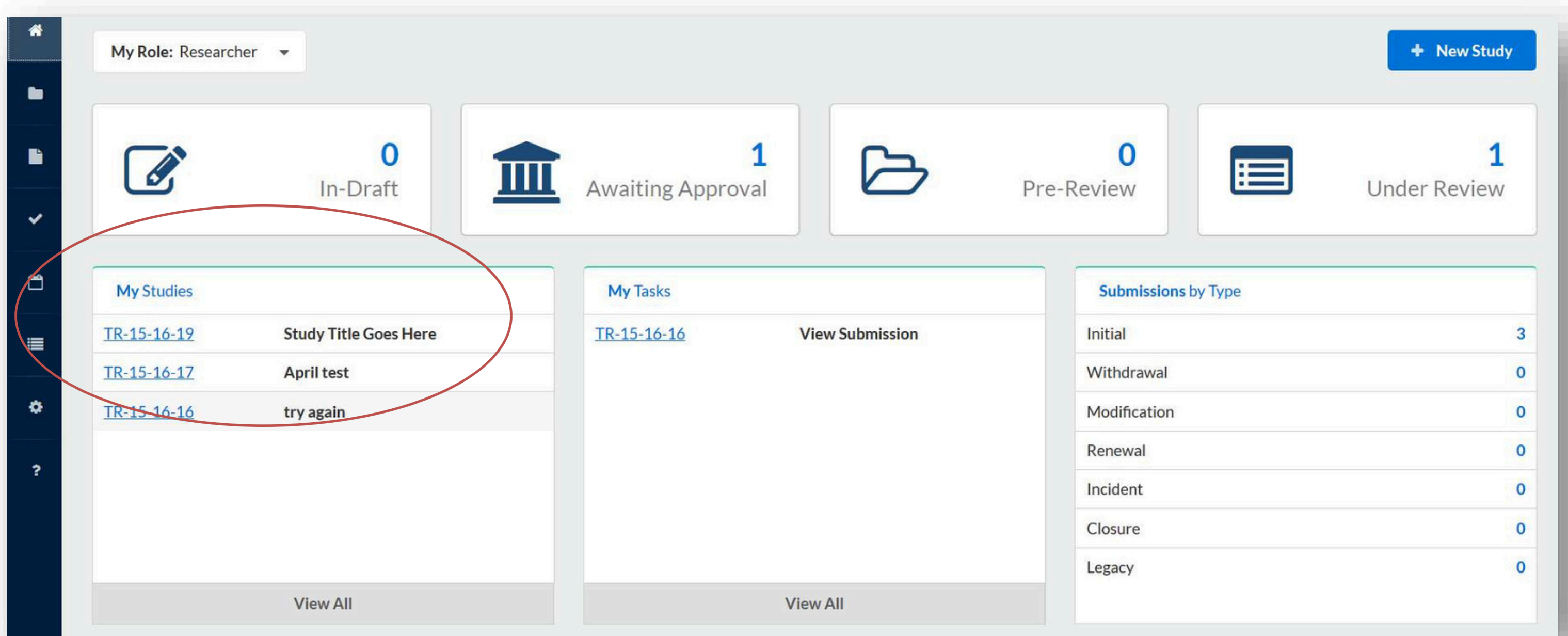


# Protocol Modification Guide

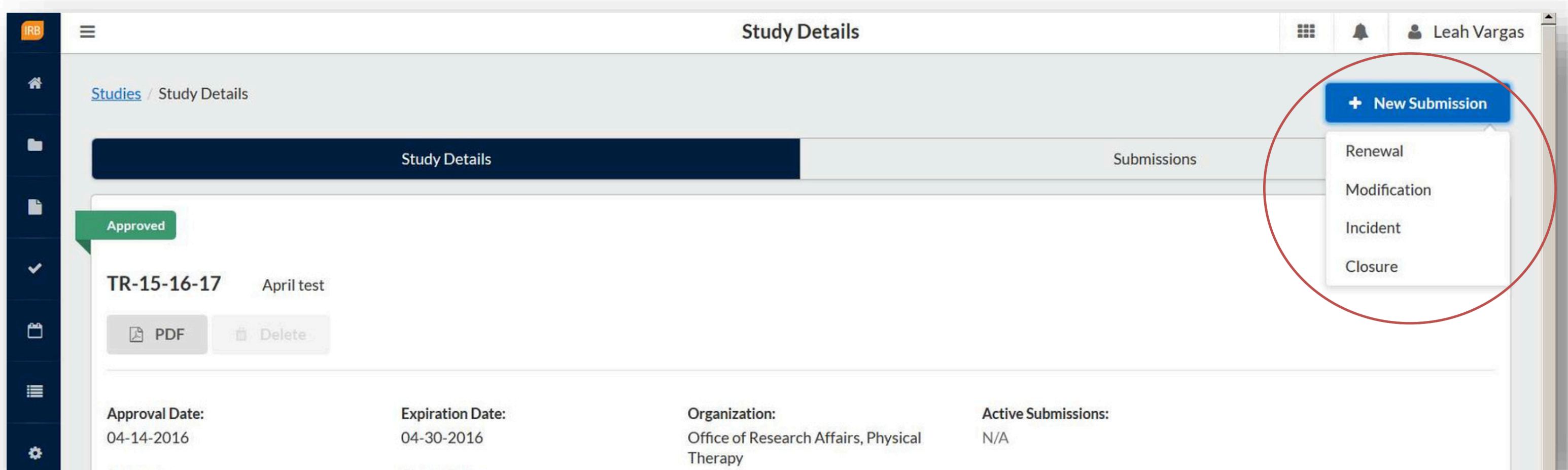
**Modification** – you must receive approval from the IRB before implementing changes to your data collection tool, informed consent form, inclusion/exclusion criteria, incentives, subject population, methods, etc.

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*.

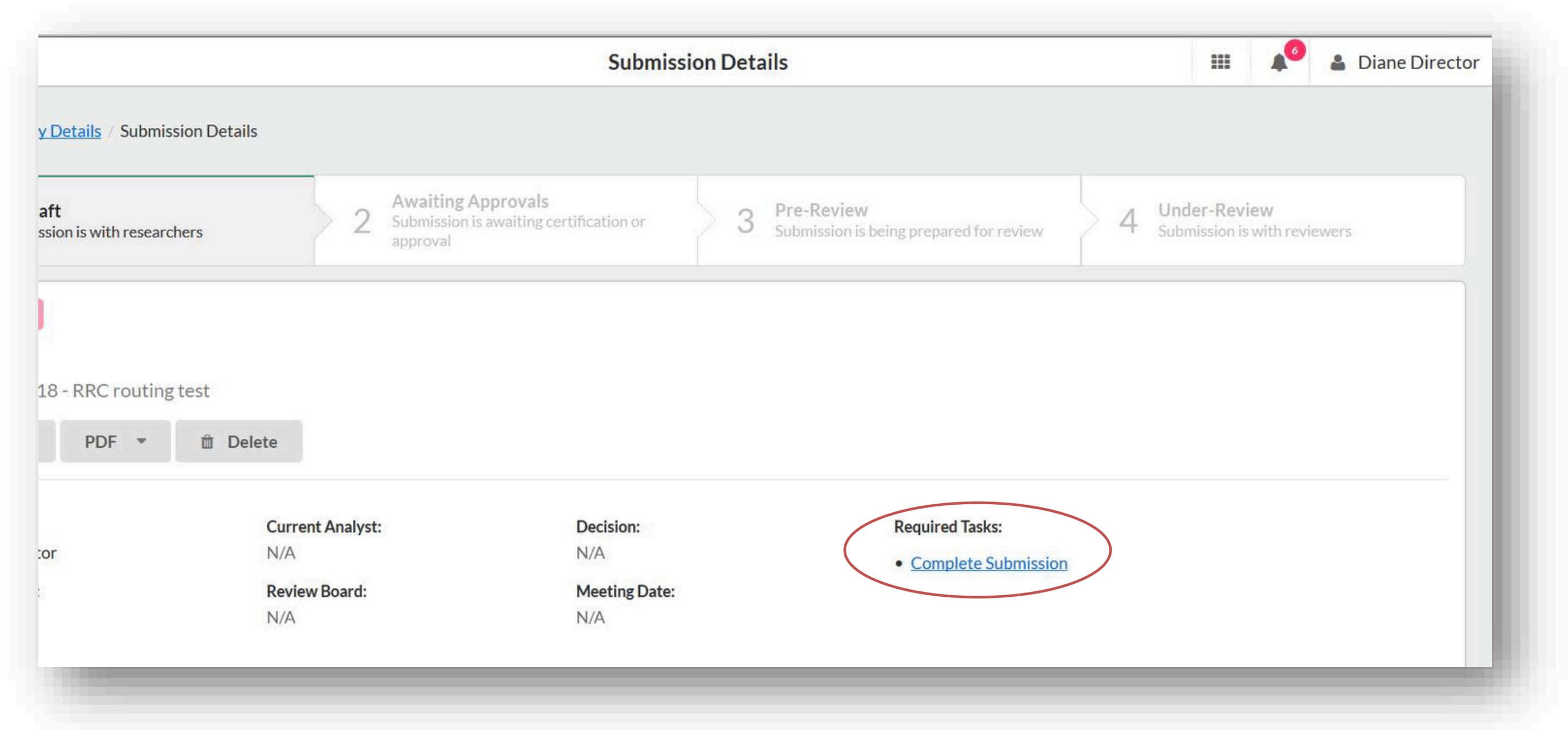


2. Select *New Submission* and choose the appropriate application for your circumstance.

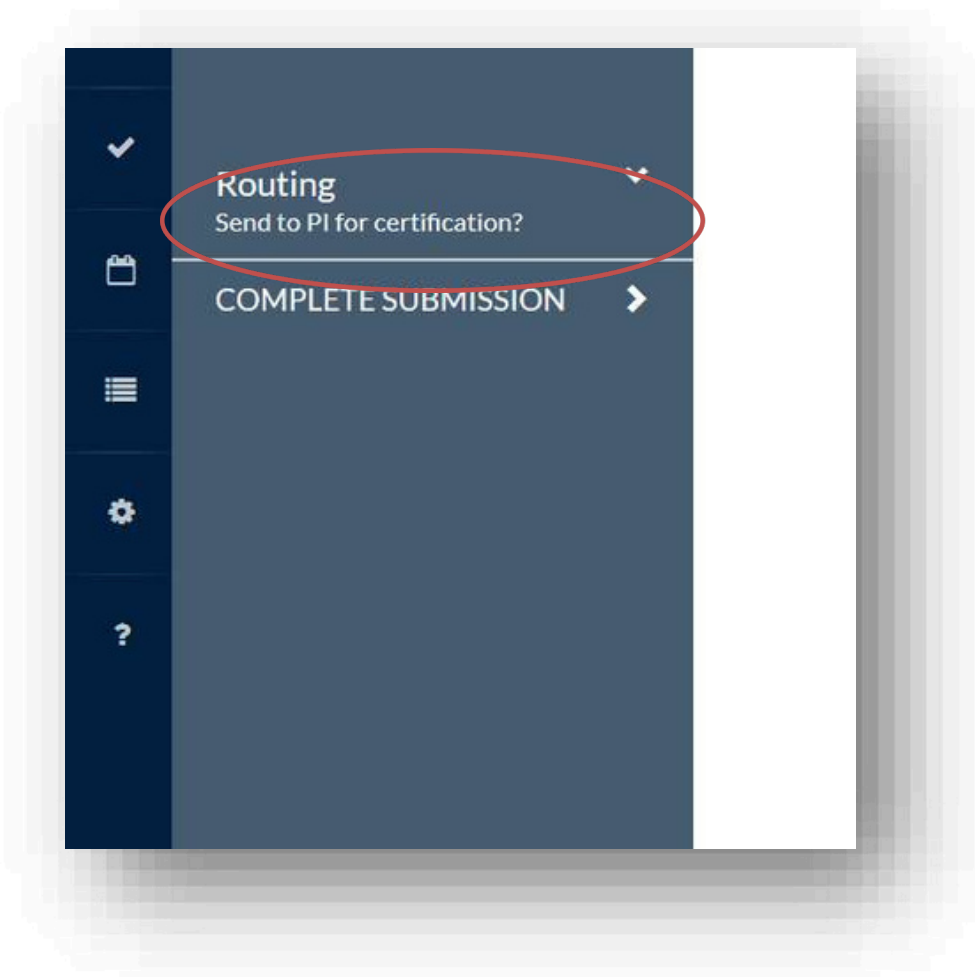




- Just like the initial submission, your new submission will have a list of Required Tasks for you to complete before you can submit.



- Enter the required information and select COMPLETE SUBMISSION >





5. 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.

The screenshot shows a web interface for 'Submission Details'. At the top, there's a header with the title 'Submission Details', a grid icon, a notification bell with a red '7', and the user name 'Diane Director'. Below the header, there's a progress bar with four steps: 1. Researchers, 2. Awaiting Approvals (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). Below the progress bar, there's a 'Delete' button and a 'Routing:' section with 'Return' and 'Certify' buttons. The 'Certify' button is circled in red. At the bottom, there's a table with fields: Current Analyst: N/A, Decision: N/A, Required Tasks: N/A, Review Board: N/A, and Meeting Date: N/A.

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