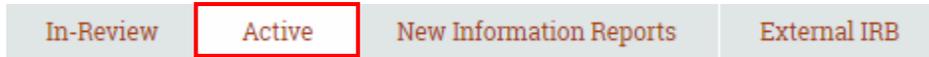


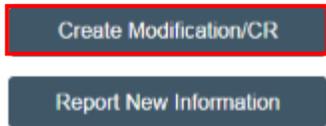
Quick-Guide - UT IRB Modification

1 On the IRB page, navigate to the **Active** tab, and select the approved study.



2 Select Create Modification.

Next Steps



3 Select Modification / Update and the Modification Scope.

Modification

* What is the purpose of this submission? ?

Modification / Update
[Clear](#)

i To change the PI, choose 'Other parts of the study/site' scope

Modification scope:
 Study team and research location information
 Other parts of the site

Need Help?

Modification is for requesting approval of changes to your study.

Modification and Continuing Review* is for requesting both approval of changes and extension of approval.

*Minor modifications are allowed as part of this continuing review. The changes allowed are limited to:

- Updates to the names and contact information in a previously approved consent form
- Updates to a consent form to add new wording from a current consent template
- Updates to clarify this is a multi-center study for which the sponsor has authorized competitive local enrollment

Note: Exempt studies previously in ORCA were **not** transferred to ERMS. To modify, please enter your exempt study into ERMS. Please refer to the “Quick Guide - New Study (UT IRB)” located in the ERMS Help Center for assistance. The original protocol number should be added to the end of the “Short Title” for reference.

4 Provide all relevant information to this Modification, then [Continue](#) ➔.

Modification Information

1. Study enrollment status:

- No subjects have been enrolled to date
- Subjects are currently enrolled
- Study is permanently closed to enrollment
- All subjects have completed all study-related interventions
- Collection of private identifiable information is complete

2. Notification of subjects: (check all that apply)

- Current subjects will be notified of these changes
- Former subjects will be notified of these changes

 Attach files: If notifying subjects, add a description of how they will be notified to the Other attachments section of the Local Site Documents page.

3. * Summarize the modifications: ?

Need Help?

List each change and indicate why the change is being made or upload a Summary of Changes provided by the Funding Entity (Sponsor) if it includes the description and reason for the change.

Submit new or revised documents (where applicable).

5 Edit application information and attachments regarding your Modification:

- Basic Site Information
- Additional Local Funding Sources
- Local Study Team Members
- Local Research Locations
- Local Site Documents

6 From the study homepage, you may now submit the Modification.

[Submit](#)