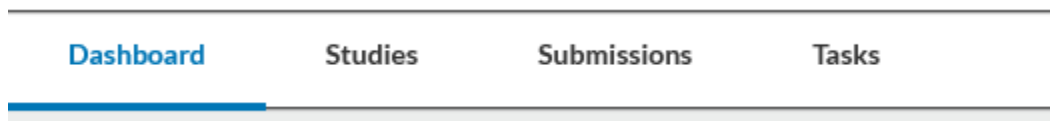


## Creating a Modification Submission

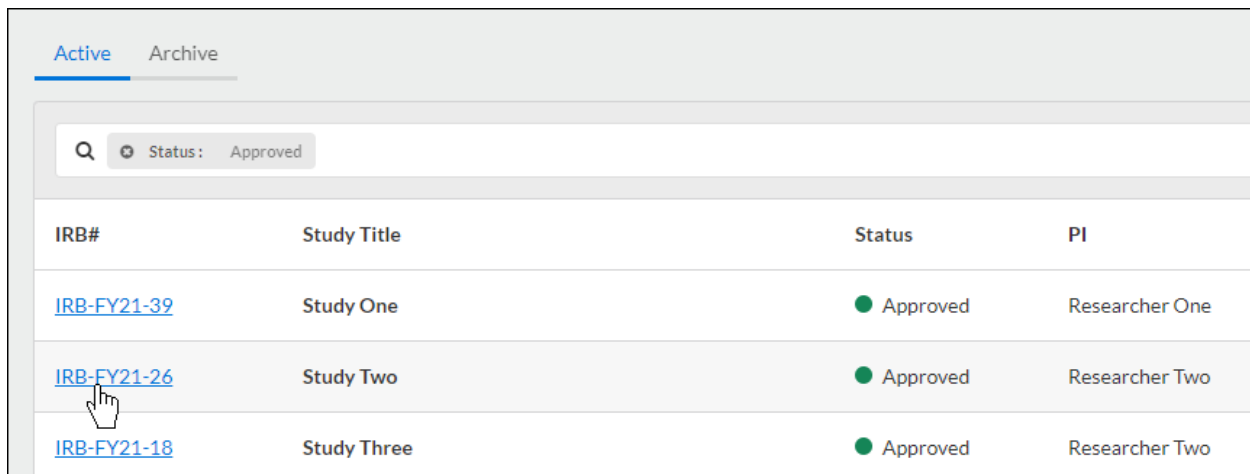
Purpose of this resource: To show SHSU investigators how to create a modification submission in Cayuse IRB.

On the Study Details page, you will be allowed to create a Modification Submission if you have an approved study.

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



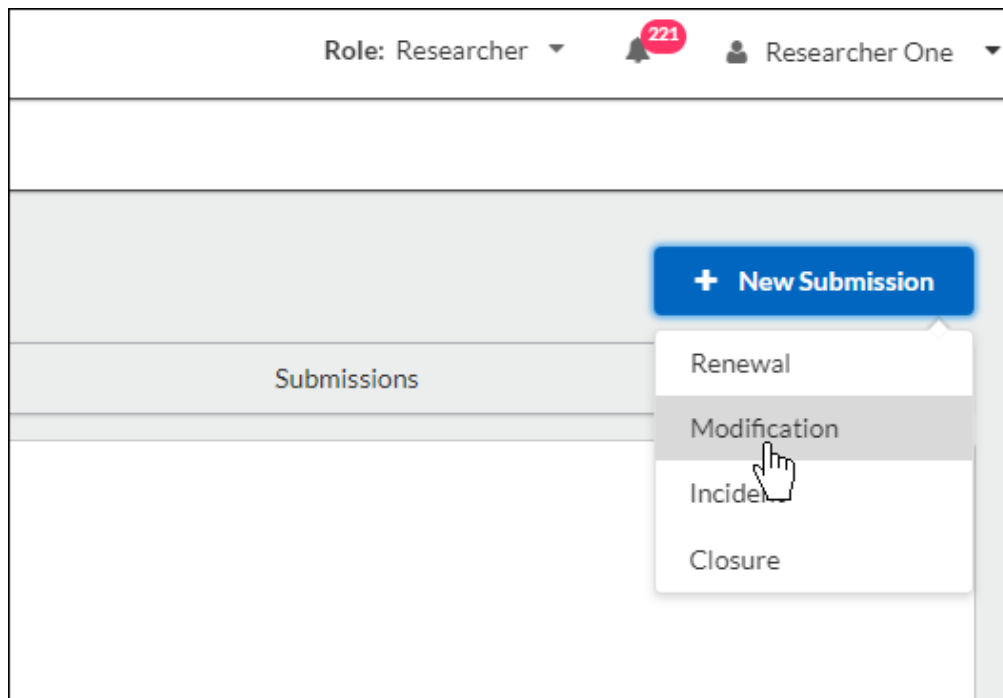
2. Find the study you would like to create a modification for and click on the study number (the study must be approved).



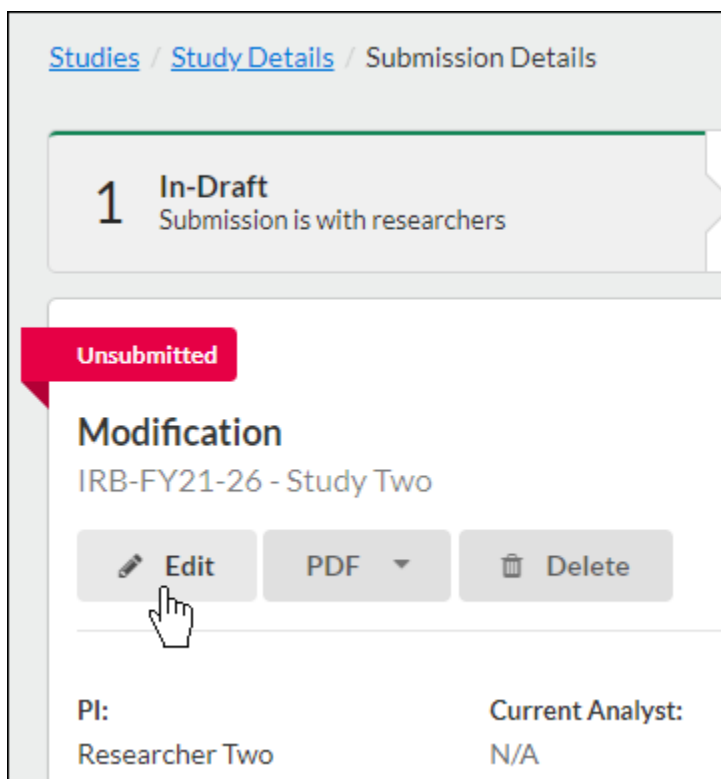
A screenshot of a web interface showing a table of studies. The table has columns for IRB#, Study Title, Status, and PI. The 'Active' tab is selected, and the 'Status' filter is set to 'Approved'. A hand cursor is pointing to the IRB# 'IRB-FY21-26'.

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 right corner of the Study Details page, click **New Submission**. A drop down menu will appear. Click **Modification**



Click **Edit** to begin you modification submission.



## Filling Out Your Modification Submission

Filling out your modification is similar to your initial submission with a few differences.

- Some sections are modification specific and are designed to show reviewers what changes have been made.

The screenshot displays the 'SUBMISSION DETAILS' for 'Study Two - Modification' (IRB NUMBER: IRB-FY21-26). The left sidebar lists sections: 'Section 1 Modification...' (checked), 'Section 1' (checked), 'Section 2' (checked), 'Routing' (Send to PI for certification?), and 'COMPLETE SUBMISSION'. The main content area includes 'Attach1' with an 'ATTACH' button, 'Sponsors' with a 'FIND SPONSORS' button, and 'Attach2' with an 'ATTACH' button.

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

When you have made appropriate modifications, click **Complete Submission**.