



InfoEd IRB

Modifying a Submission for
Researchers

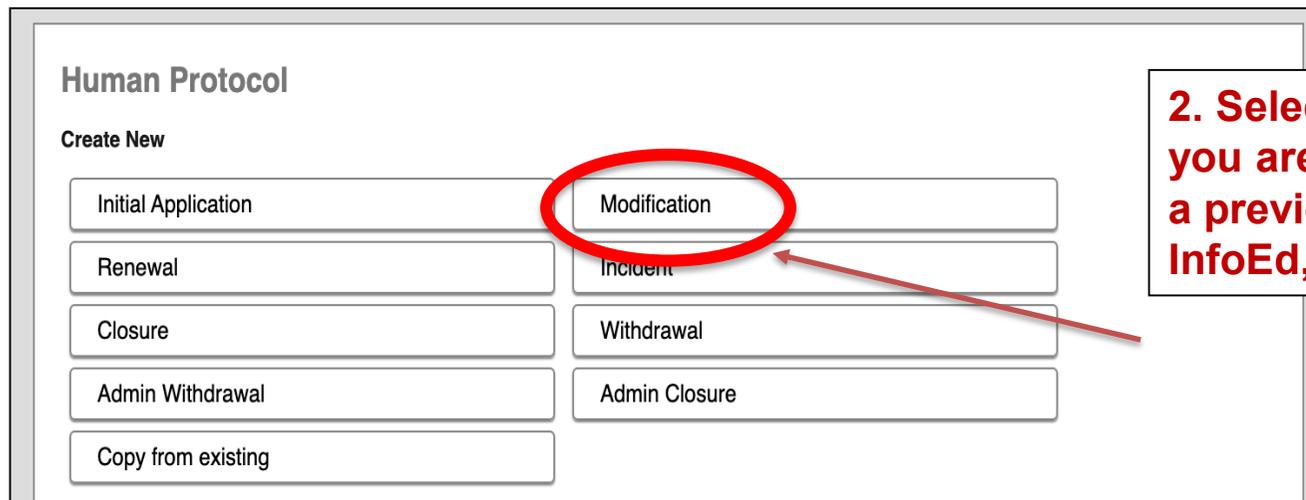




Create a Modification



1. To start a new modification, click on 'Human Protocol'



2. Select the type of submission. If you are trying to make changes to a previously approved protocol in InfoEd, simply click 'Modification'



Create a Modification (cont'd)

Add Human Protocol

Select by Number

Apply Filters

Browse By

Sponsor/Scheme	No Sponsors Found	Sponsor Type	No Sponsor Types Found
Primary Center/Program	<input type="text"/> <input type="button" value="Set"/>	Center/Program	<input type="text"/> <input type="button" value="Set"/>
Principal Investigator	<input type="text" value="- Select -"/> ▼	Investigator	<input type="text" value="- Select -"/> ▼
Primary Assoc. Dept.	<input type="text" value="- Select -"/> ▼	PI Department	<input type="text" value="- Select -"/> ▼
Primary Location	<input type="text"/> <input type="button" value="Set"/>	Locations	<input type="text"/> <input type="button" value="Set"/>
Review Board	<input type="text" value="- Select -"/> ▼	Review Category	<input type="text" value="- Select -"/> ▼

You will need to search for the application that you wish to modify by either typing in the protocol number or selecting your name from the dropdown list of investigators.



Completing a Modification

To start modifying the application, you must first uncheck the 'Un-check to Edit' button. You will be prompted to provide details of the modification and then you can navigate using the panel on the left-hand side of the screen and make any modifications necessary.

The screenshot shows the top navigation bar with buttons for 'View PDF', 'Un-check to Edit' (checked), 'Validate', and 'Submit'. The left-hand navigation menu includes options like 'INVESTIGATOR INFORMATION', 'USM AFFILIATED INVESTIGATORS', 'NON-USM AFFILIATED INVESTIGATORS', 'RESEARCH PROCEDURES', 'RISKS AND BENEFITS', 'RESEARCH CLASSIFICATION', 'MODIFICATION' (selected), 'REVIEW', and 'ALL PAGES'. The main content area is titled 'MODIFICATION' and contains instructions and a list of questions to answer.

MODIFICATION

This form should be used only to submit requests for changes to previously approved projects. For project renewals, use a Human Subjects Research Renewal form.

- If changes requested in this modification do not fit within the original project objectives, submit a new Human Subjects Application.
- School directors and, if applicable, research advisers must review and certify the completed form.

MAKE ALL CHANGES WITHIN THE ABOVE PAGES AND ANSWER THE FOLLOWING QUESTIONS.

MOD1. Details of the modification (check all that apply):

- Addition/change in personnel
- Change in subject sample
- Change in procedure
- Other

MOD2. When is the modification needed by?

MOD3. Describe the change and detail the reasoning for it.

MOD4. COVID Safety Plan.



Submitting



Save your work to come back later

- INVESTIGATOR INFORMATION
- USM AFFILIATED INVESTIGATORS
- NON-USM AFFILIATED INVESTIGATORS
- RESEARCH PROCEDURES
- RISKS AND BENEFITS
- RESEARCH CLASSIFICATION
- MODIFICATION**
- REVIEW
- ALL PAGES

MODIFICATION

This form should be used only to submit requests for changes to previously approved project renewals, use a Human Subjects Research Renewal form.

- If changes requested in this modification do not fit within the original project objectives, a new Human Subjects Application.
- School directors and, if applicable, research advisers must review and certify the completion of the form.

MAKE ALL CHANGES WITHIN THE ABOVE PAGES AND ANSWER THE FOLLOWING QUESTIONS.

MOD1. Details of the modification (check all that apply):

- Addition/change in personnel
- Change in subject sample
- Change in procedure
- Other

MOD2. When is the modification needed by?

MOD3. Describe the change and detail the reasoning for it.

MOD4. COVID Safety Plan.

How to submit:

- 1. Validate (checks that all mandatory fields are filled in)**
- 2. Check to Submit (once validated, select 'Check to Submit' to prevent further edits)**
- 3. Lastly, click on 'submit' to enter your application into the review process**

****NOTE: Your browser must have pop-up blockers turned off in order for the submission to process.**



Once PI submits, and any Co-PI/research advisors approve the application, it will automatically be sent to the School Director for approval.

You will be contacted by the IRB if revisions to the application need to be made. If a submission is sent back, the PI must address all comments and resubmit.

Data collection cannot begin until the submission is approved and you have received your approval letter.



Questions?

[www.usm.edu/research/
office-research-integrity](http://www.usm.edu/research/office-research-integrity)

Contact:

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