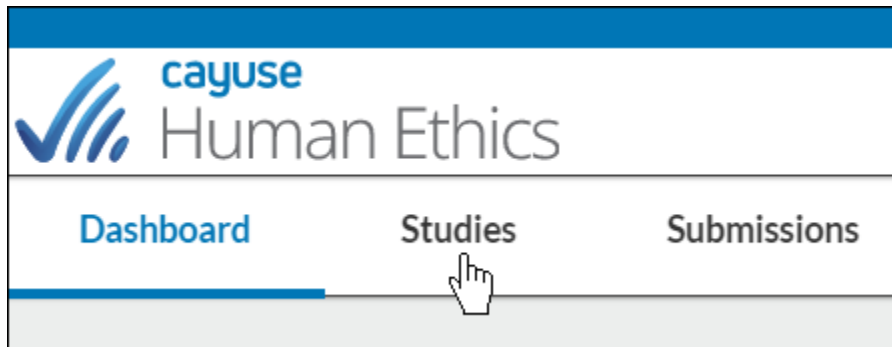


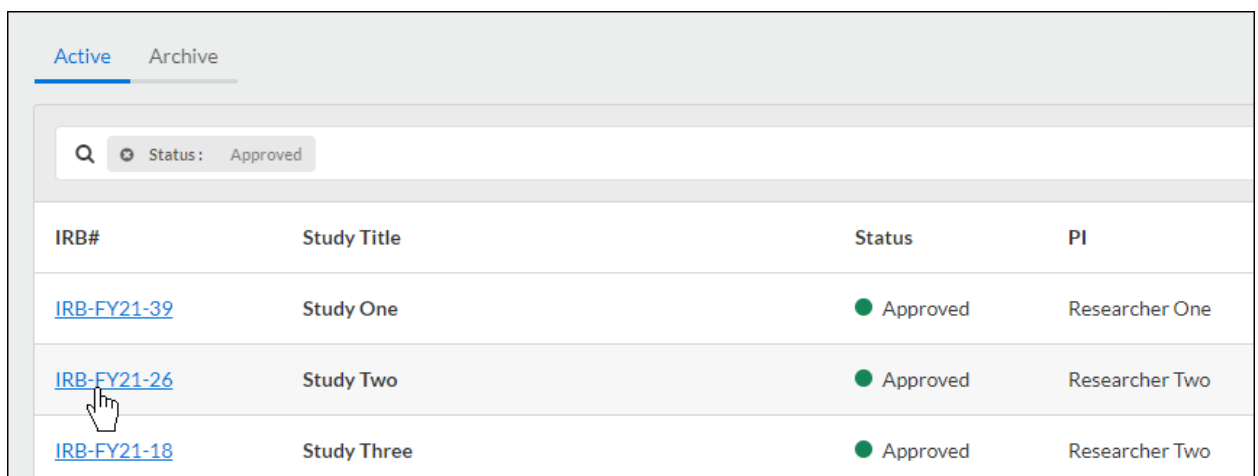
# Creating a Modification

If you have an approved study, but need to create a Modification Submission, you can do so from the Study Details page.

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



2. Search for the study for which you wish to create a modification, and click on the study number. **Please note:** Study must be approved.

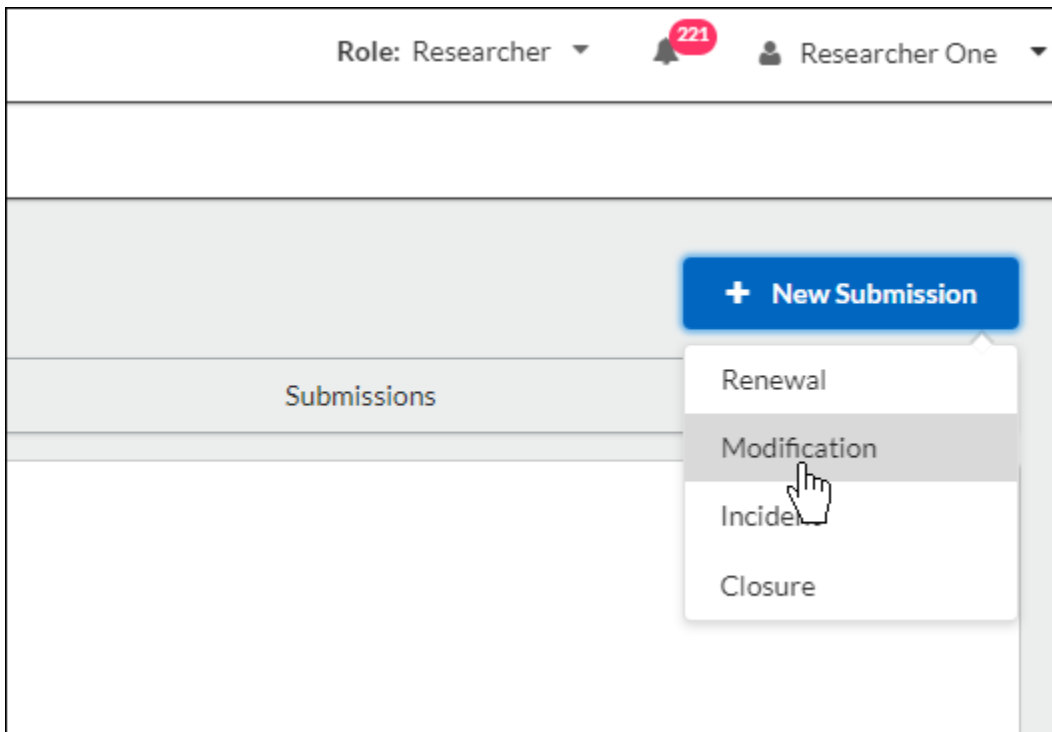


The image shows a screenshot of the 'Active' studies list in the Cayuse Human Ethics system. The page has tabs for 'Active' and 'Archive'. A search bar at the top contains a magnifying glass icon and the text 'Status: Approved'. Below the search bar is a table with the following columns: IRB#, Study Title, Status, and PI. The table contains three rows of data:

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

A mouse cursor is pointing at the 'IRB-FY21-26' link in the first column of the second row.

3. In the top right-hand corner of the Study Details page, click on the **New Submission** drop-down menu, and click **Modification**.



Submission information will populate beneath the Submission Details tab. The person who creates the study is added as the Primary Contact by default, but this can be changed when editing the submission.



Click **Edit** to begin your submission.

[Studies](#) / [Study Details](#) / Submission Details

**1 In-Draft**  
Submission is with researchers

**Unsubmitted**

**Modification**  
IRB-FY21-26 - Study Two

 **Edit**   **PDF** ▼    **Delete**

---

**PI:** Researcher Two      **Current Analyst:** N/A

## Filling Out Your Submission

Filling out your Modification is a lot like filling out your Initial Submission with some key differences:

- Some sections may be modification specific, and are meant to show reviewers what changes have been made within the other sections.

← SUBMISSION DETAILS | IRB NUMBER: IRB-FY21-26

## Study Two - Modification

Sections <

- Section 1 Modificati... ✓
- Section 1 ✓
- Section 2 ✓

Routing Send to PI for certification? ▾

COMPLETE SUBMISSION >

Attach1 ATTACH

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Attach2 ATTACH

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

← SUBMISSION DETAILS | IRB NUMBER: IRB-FY21-26  
**Study Two - Modification**

Sections <

- Section 1 Modificati... ✓
- Section 1** ✓
- Section 2 ✓

Routing Send to PI for certification? ▾

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When you're finished, click **Complete Submission**.