Cayuse Human Ethics: Modification
Modifications/Amendments

Create & Submit a modification
Revising the application
Comparison Tool
Creating & Submitting a Modification

Note: You are only able to have one modification in process at any given time.
Click on the Study you wish to submit a Modification (Amendment) for

Only the PI, PC, and co-PI can view or edit the Study.

<table>
<thead>
<tr>
<th>IRB#</th>
<th>Study Title</th>
<th>Status</th>
<th>PI</th>
<th>Exp Date</th>
<th>Admin Check-In Date</th>
<th>Create Date</th>
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Complete Amendment Details Section

Describe and check off all items that are being changed (make sure to make personnel changes in the Research Personnel section as well)
Note: A copy of your last approved version of the application is generated.
- Make all changes.
- This ensures proper version control.
Comparison Tool

- Select COMPARE on Menu Bar
- Shows the changes made between this application version and previous one
- Can be used for uploaded documents
- Number indicators for number of differences
- Green for additions
- Red for deletions
Updated Documents:
- Add Date or Version Number to Title.
- Keep unchanged documents
- Add New Documents

*DO NOT DELETE ANY DOCUMENTS THAT ARE STILL BEING USED*
Only upload documents that have changes. Please include the date in the file name.

When all information has been updated, click “COMPLETE SUBMISSION” to submit to PI for certification.
The submission will remain at “Awaiting Approvals” and will not go to the IRB until the PI has certified the Modification.
The PI will receive:
- E-mail Message
- Notification Bubble
- Task
- Added to Awaiting Authorization Display Button

The PI can Certify the Modification by clicking here (refer to the start of the Modification guide for directions on navigating to this page)
Get Help – IRB Staff Consultations

- Virtual Office Hours
  - Wednesdays at 11am – 12:00pm
  - By appointment
- IRB Chat via Teams
- IRB Help Line:
  - 937-775-4462
- Email: irb-rsp@wright.edu