CALIFORNIA STATE UNIVERSITY FULLERTON

Modification Request

Cayuse IRB

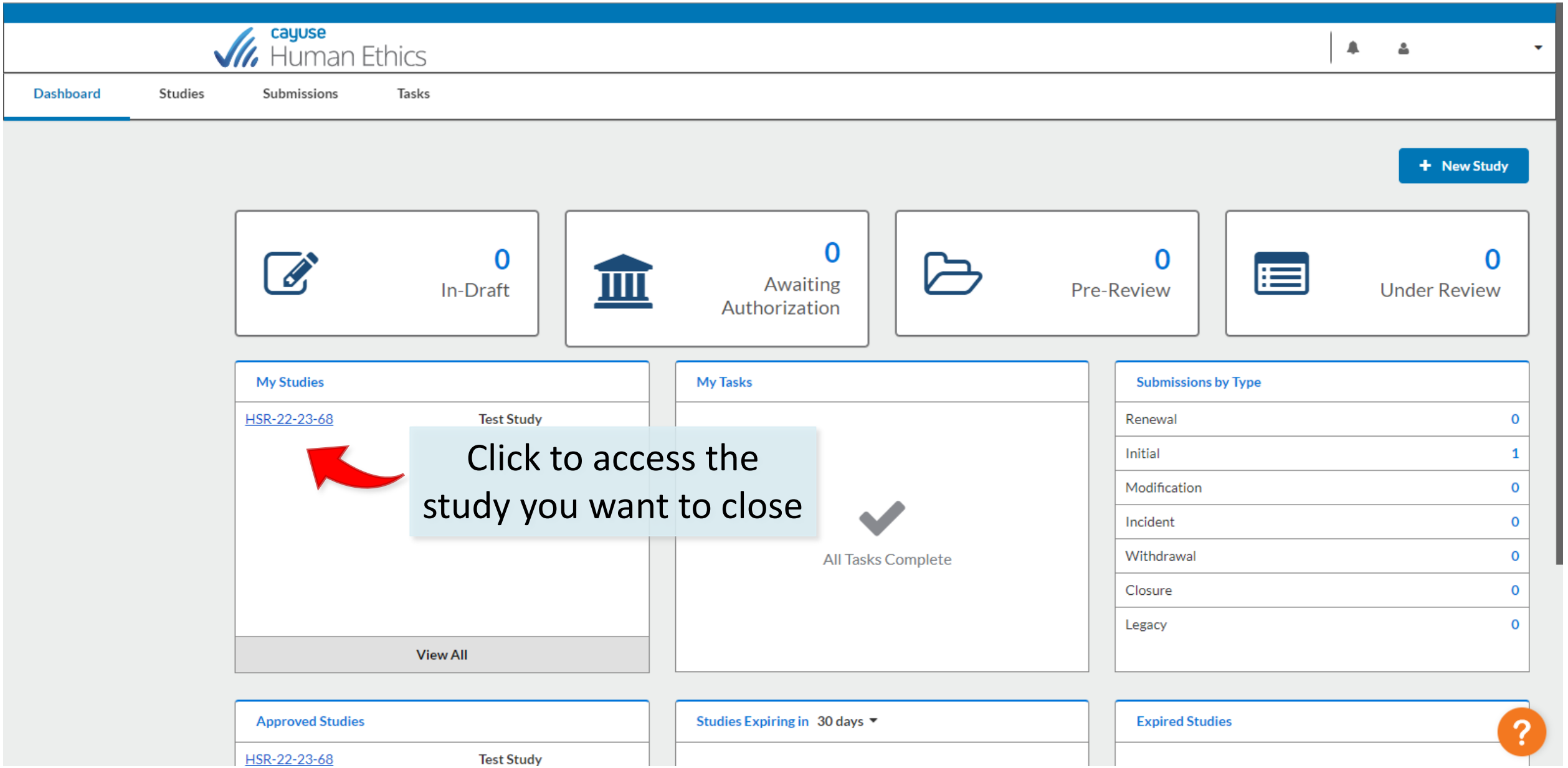
Office: 657-278-7719
Email: irb@fullerton.edu
Titan Hall ASC–232

Link: Cayuse IRB Log-In

Updated 10/2022

How to use this tutorial

- This tutorial is for researchers (PIs) who **already have an approved** IRB protocol and wish to request a modification for their study.


cayuse Human Ethics
Dashboard
Studies
Submissions
Tasks
+ New Study
0
In-Draft
0
Awaiting Authorization
0
Pre-Review
0
Under Review
My Studies
HSR-22-23-68
Test Study
Click to access the study you want to close
View All
My Tasks
All Tasks Complete
Submissions by Type
Renewal 0
Initial 1
Modification 0
Incident 0
Withdrawal 0
Closure 0
Legacy 0
Approved Studies
HSR-22-23-68
Test Study
Studies Expiring in 30 days
Expired Studies

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Dashboard Studies Submissions Tasks

Studies / Study Details

+ New Submission

Study Details | Submissions

Approved

HSR-22-23-68 Test Study

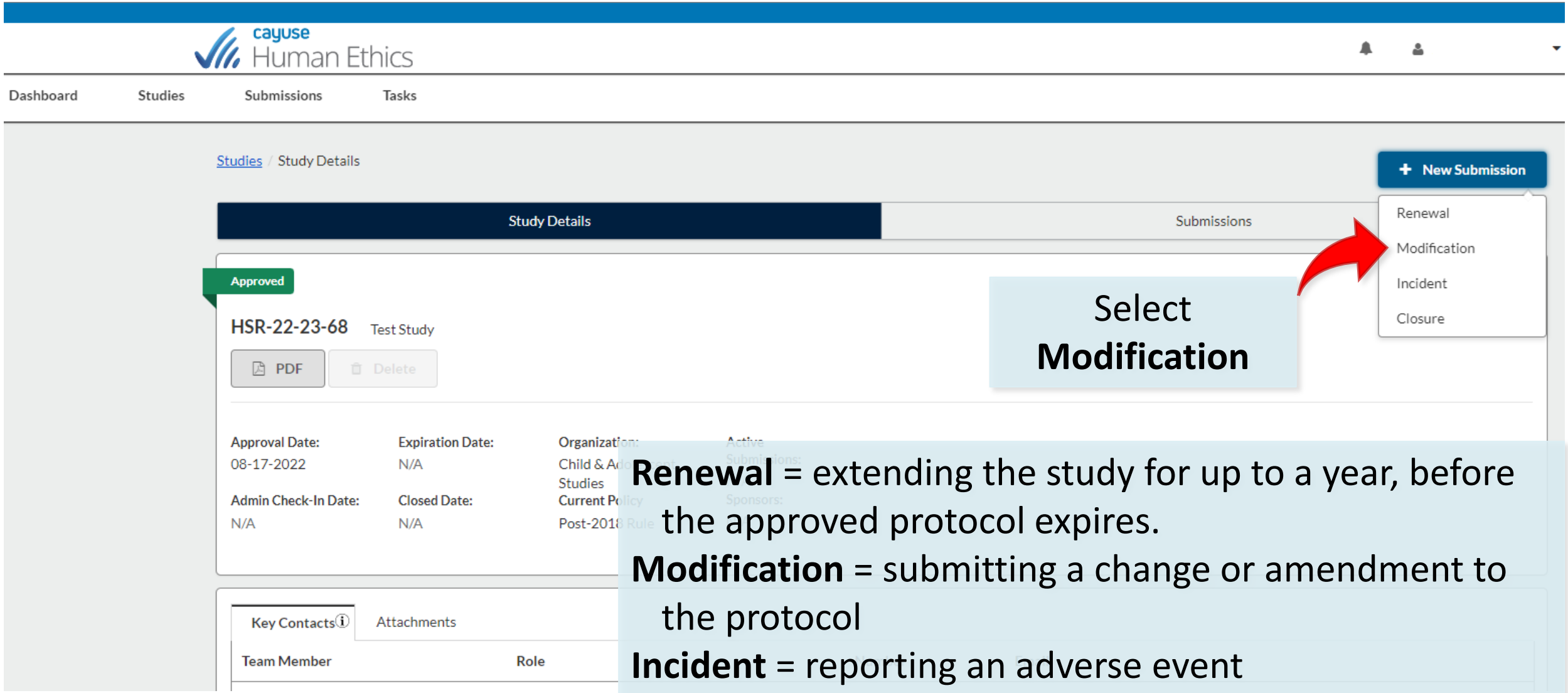
PDF Delete

Approval Date:	Expiration Date:	Organization:	Active Submissions:
08-17-2022	N/A	Child & Adolescent Studies	N/A
Admin Check-In Date:	**Closed Date:**	**Current Policy**	**Sponsors:**
N/A	N/A	Post-2018 Rule	N/A

Key Contacts ⓘ Attachments

Team Member	Role	Number	Email

You'll be taken to this page. Click on the blue button for "**+ New Submission**"



Select **Modification**

Renewal = extending the study for up to a year, before the approved protocol expires.

Modification = submitting a change or amendment to the protocol

Incident = reporting an adverse event

Closure = you are finished collecting data for the study

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Dashboard | Studies | Submissions | Tasks

Studies / Study Details / Submission Details

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

2 Awaiting Authorization
Submission is awaiting certification or approval

3 Pre-Review
Submission is being prepared for review

4 Under-Review
Submission is with reviewers

Unsubmitted

Modification

HSR-22-23-68 - Test Study

Edit | PDF | Delete

PI:

Review Type:
N/A

Policy:
Post-2018 Rule

Required Tasks:

~~Assign PI~~

~~Assign PC~~

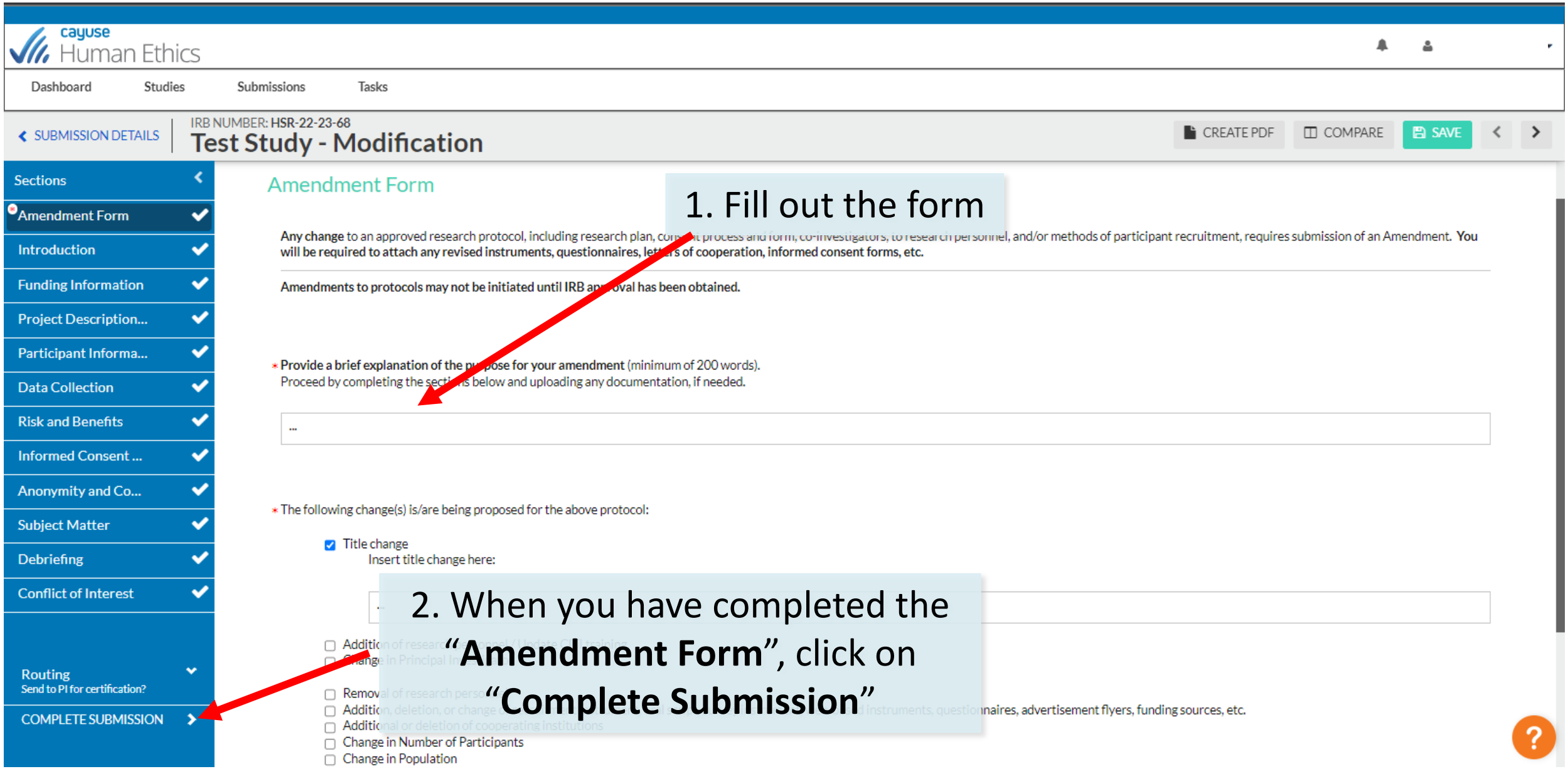
Complete Submission

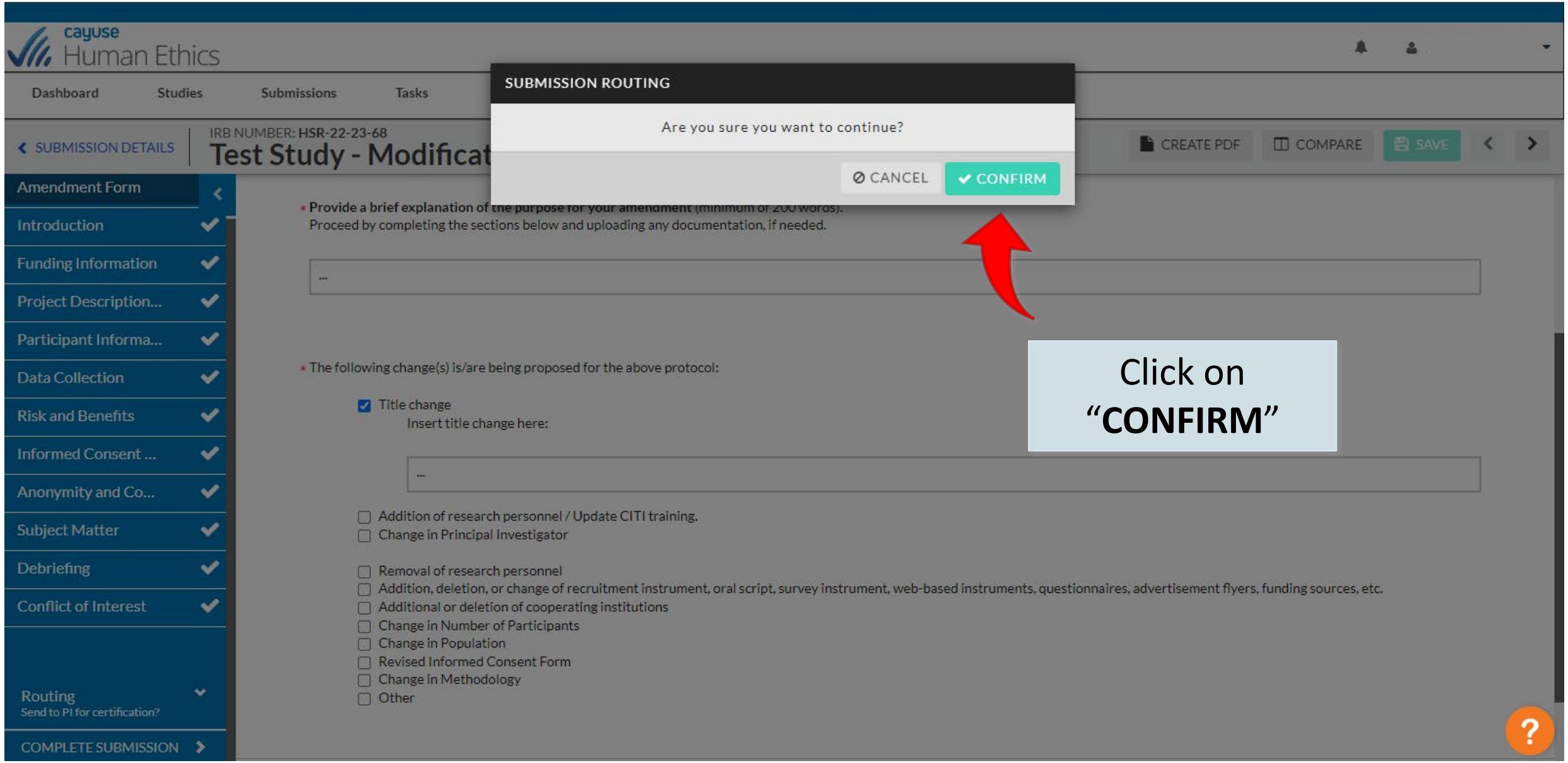
You're taken to this page. Click on "**Edit**" to provide a final progress report to close out the study.

Approvals | Task History

Research Team

Name	Role	Result	Date
No entries			


cayuse
Human Ethics
Dashboard
Studies
Submissions
Tasks
SUBMISSION DETAILS
IRB NUMBER: HSR-22-23-68
Test Study - Modification
CREATE PDF
COMPARE
SAVE
Sections
Amendment Form
Introduction
Funding Information
Project Description...
Participant Informa...
Data Collection
Risk and Benefits
Informed Consent ...
Anonymity and Co...
Subject Matter
Debriefing
Conflict of Interest
Routing
Send to PI for certification?
COMPLETE SUBMISSION
Amendment Form
Any change to an approved research protocol, including research plan, consent process and form, co-investigators, to research personnel, and/or methods of participant recruitment, requires submission of an Amendment. You will be required to attach any revised instruments, questionnaires, letters of cooperation, informed consent forms, etc.
Amendments to protocols may not be initiated until IRB approval has been obtained.
* Provide a brief explanation of the purpose for your amendment (minimum of 200 words).
Proceed by completing the sections below and uploading any documentation, if needed.
* The following change(s) is/are being proposed for the above protocol:
Title change
Insert title change here:
Change in Number of Participants
Change in Population
1. Fill out the form
2. When you have completed the "Amendment Form", click on "Complete Submission"


cayuse
Human Ethics
Dashboard
Studies
Submissions
Tasks
SUBMISSION DETAILS
IRB NUMBER: HSR-22-23-68
Test Study - Modificat
CREATE PDF
COMPARE
SAVE
SUBMISSION ROUTING
Are you sure you want to continue?
CANCEL
CONFIRM
Amendment Form
Introduction
Funding Information
Project Description...
Participant Informa...
Data Collection
Risk and Benefits
Informed Consent ...
Anonymity and Co...
Subject Matter
Debriefing
Conflict of Interest
Routing
Send to PI for certification?
COMPLETE SUBMISSION
* Provide a brief explanation of the purpose for your amendment (minimum of 200 words).
Proceed by completing the sections below and uploading any documentation, if needed.
...
* The following change(s) is/are being proposed for the above protocol:
Title change
Insert title change here:
...
Addition of research personnel / Update CITI training.
Change in Principal Investigator
Removal of research personnel
Addition, deletion, or change of recruitment instrument, oral script, survey instrument, web-based instruments, questionnaires, advertisement flyers, funding sources, etc.
Additional or deletion of cooperating institutions
Change in Number of Participants
Change in Population
Revised Informed Consent Form
Change in Methodology
Other
Click on
"CONFIRM"

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Dashboard | Studies | Submissions | Tasks

Studies / Study Details / Submission Details

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Submission is with reviewers

Awaiting Certification

Initial

HSR-22-23-68 - Test Study

View | PDF | Delete

Routing: Return | Certify

PI:

Current Analyst: N/A

Decision: N/A

Review Type: N/A

Review Board: N/A

Meeting Date: N/A

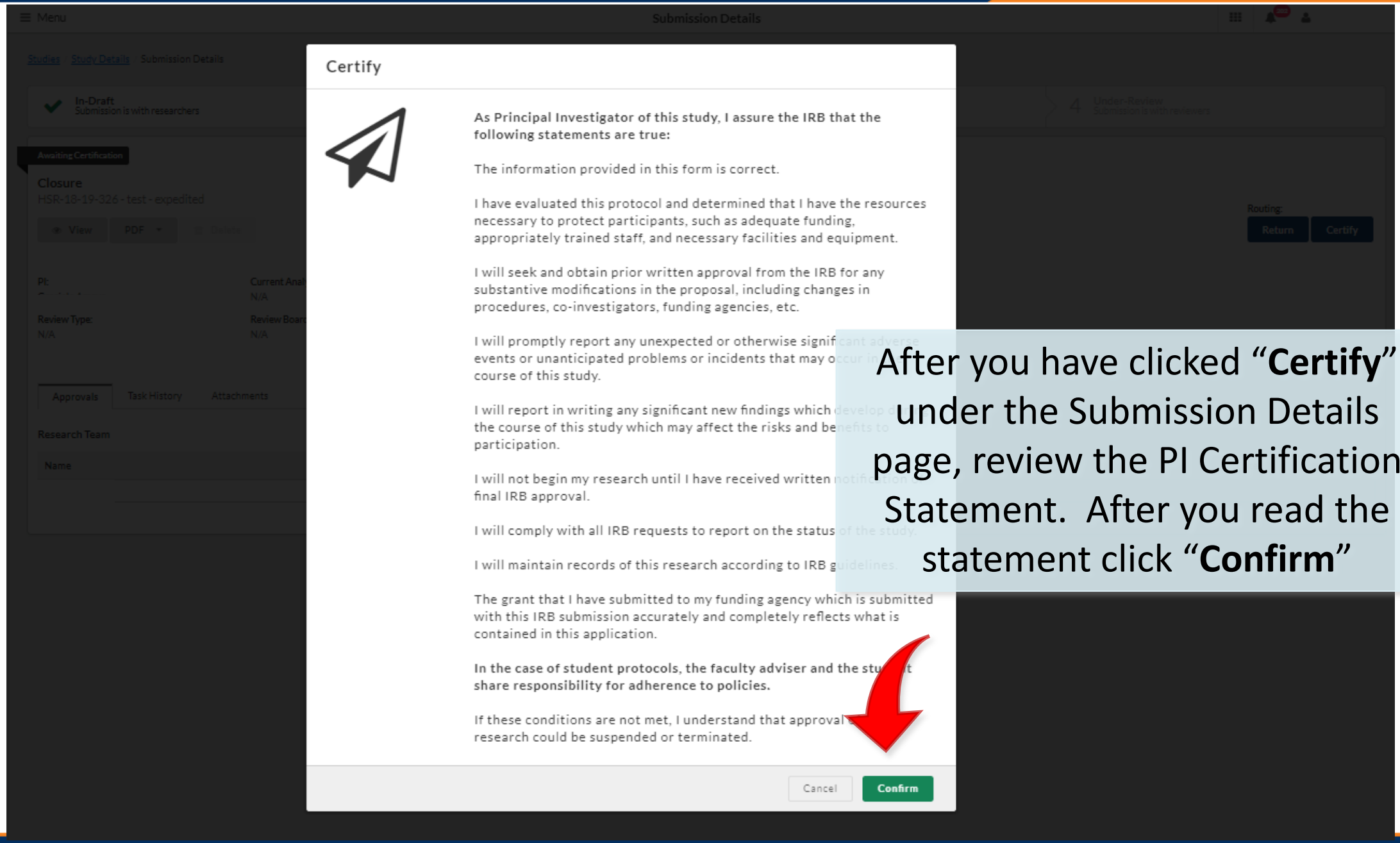
Approvals | Task History | Attachments

Research Team

Name	Role	Result	Date

You will then be redirected to the submission details page. You will need to "**CERTIFY**" to finalize the submission.

Certification says you knowingly mean to take this action (to renew, amend/modify, or close).



After you have clicked "**Certify**" under the Submission Details page, review the PI Certification Statement. After you read the statement click "**Confirm**"

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Dashboard Studies Submissions Tasks

Studies / Study Details / Submission Details

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4 Under-Review
Submission is with reviewers

Under Pre-Review

Initial

HSR-22-23-68 - Test Study

View PDF Delete

PI:

Current Analyst:
N/A

Decision:
N/A

Review Type:
N/A

Review Board:
N/A

Meeting Date:
N/A

Approvals Task History Attachments

Research Team

Name	Role	Result	Date

After you have certified and confirmed your submission, you will notice your study is "**Under Pre-Review**" which means it's with the IRB office to officially begin the review process.

You and any co-PIs should receive an email confirmation of the action and submission type you've just submitted.

If you have any issues or questions, please contact

IRB Office: **irb@fullerton.edu**
or **(657) 278-7719**