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).

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 your 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 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**.