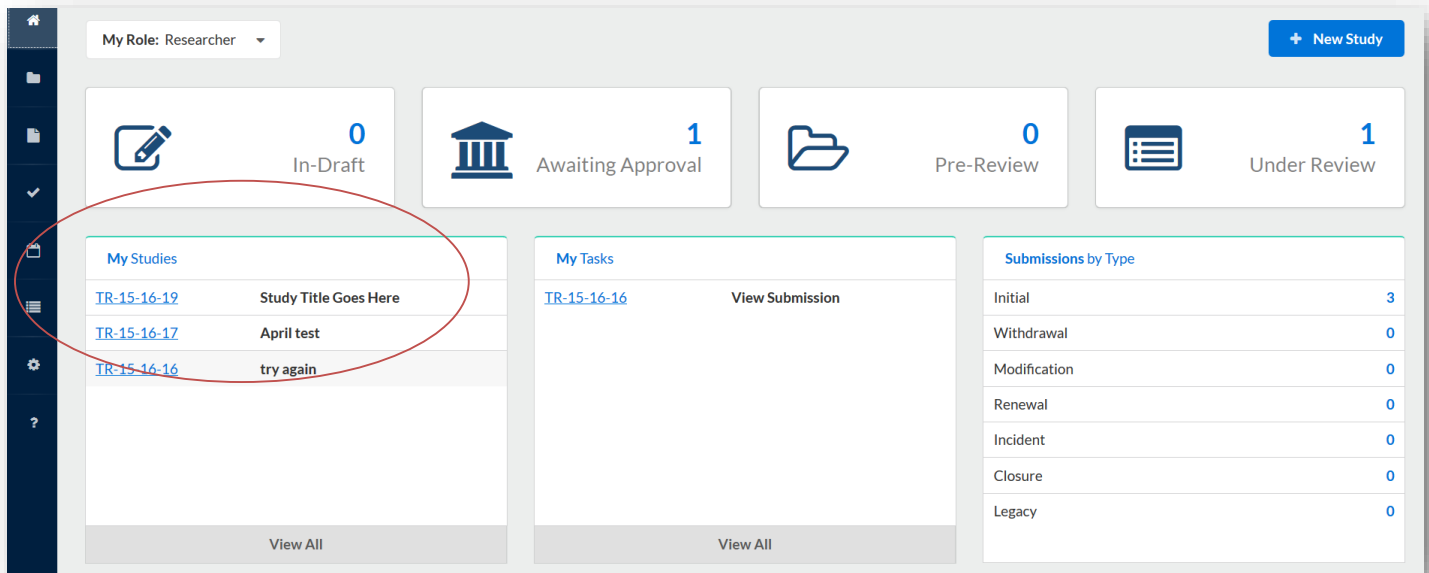


# IRB Protocol Modification Submission Cheat Sheet

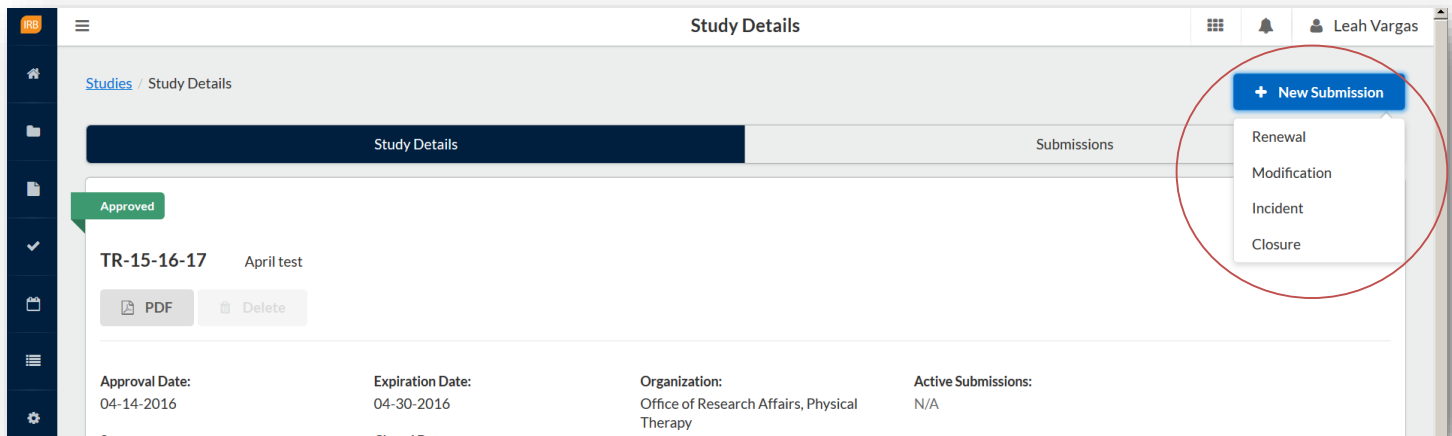
**Modification** – you must receive approval from the IRB before implementing changes to your data collection tool, informed consent form, inclusion/exclusion criteria, incentives, subject population, methods, etc.

Making a New Modification Submission:

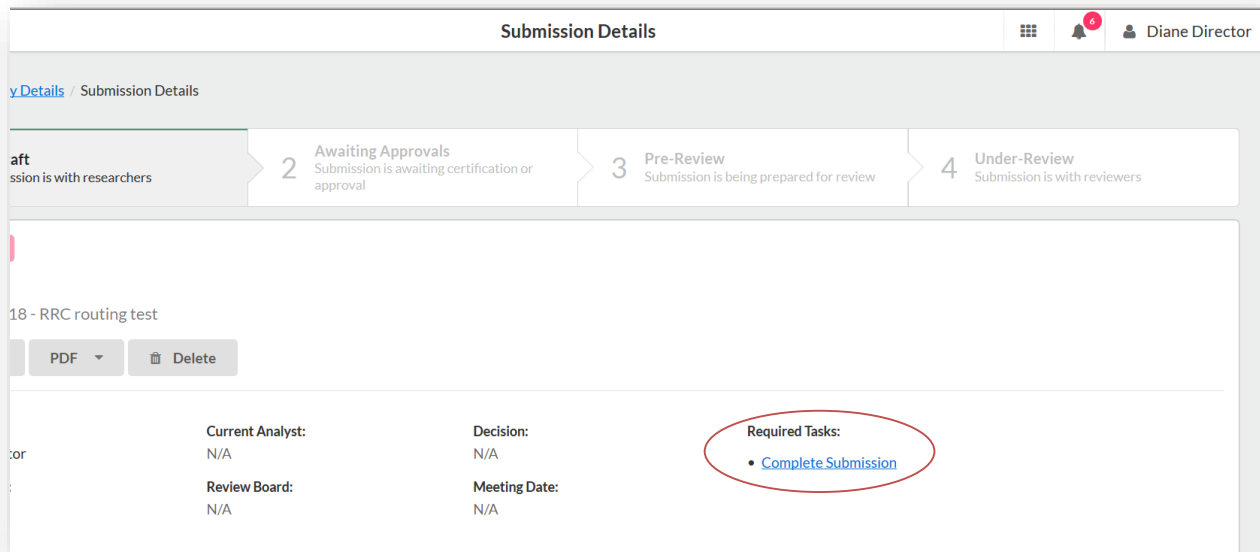
1. If you need to submit a request to modify your study, login to Cayuse IRB using your CSUEB username and password (<https://csueastbay.cayuse424.com>) and select your study under *My Studies*.



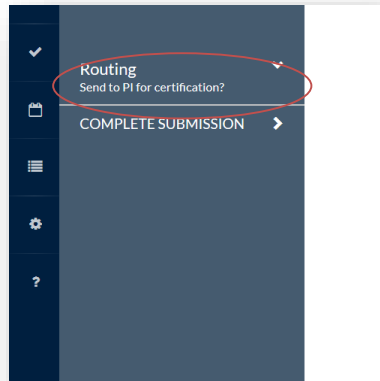
2. Select *New Submission* and choose the appropriate application for your circumstance.



- Just like the initial submission, your new submission will have a list of Required Tasks for you to complete before you can submit.



- Enter the required information and select COMPLETE SUBMISSION >



5. You will need to confirm the submission and will be brought back to your Submission Details. Click Certify to “sign” the submission and send it to the IRB.

**Submission Details**

Submission Details

Researchers

**2 Awaiting Approvals**  
Submission is awaiting certification or approval

**3 Pre-Review**  
Submission is being prepared for review

**4 Under-Review**  
Submission is with reviewers

Routing:

Return **Certify**

Current Analyst: N/A

Review Board: N/A

Decision: N/A

Meeting Date: N/A

Required Tasks: N/A

For questions, please contact Tina Avilla at (510) 885-4476 or [irb@csueastbay.edu](mailto:irb@csueastbay.edu).