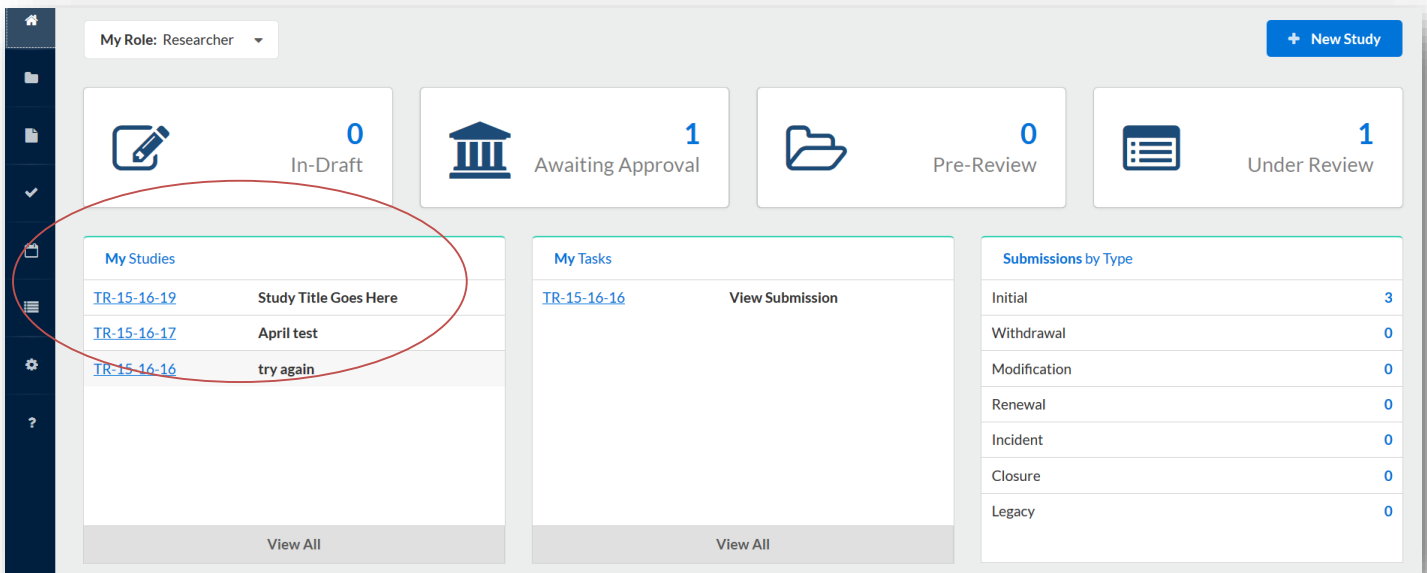


IRB Protocol Modification Submission Cheat Sheet

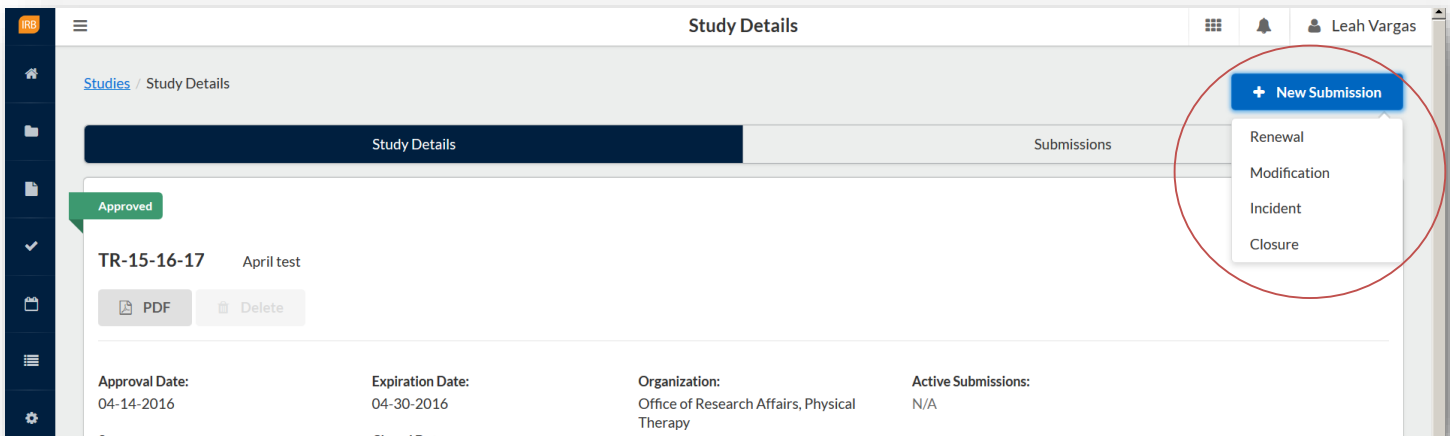
Modification – you must receive approval from the IRB before implementing changes to your data collection tool, informed consent form, inclusion/exclusion criteria, incentives, subject population, methods, etc.

Making a New Modification Submission:

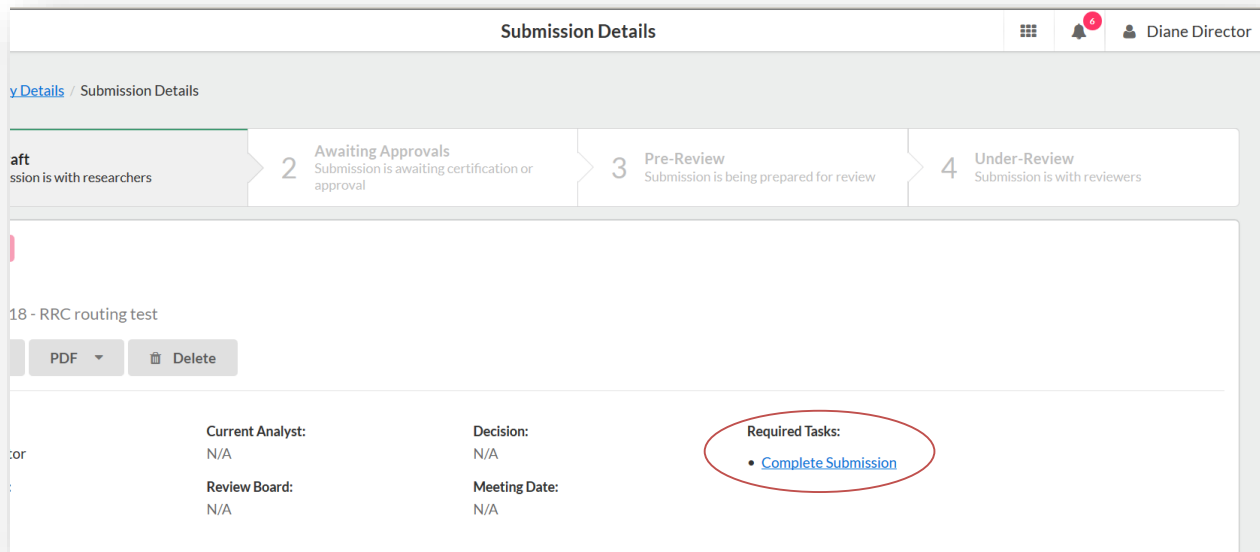
1. If you need to submit a request to modify your study, login to Cayuse IRB using your CSUEB username and password (<https://csueastbay.cayuse424.com>) and select your study under *My Studies*.



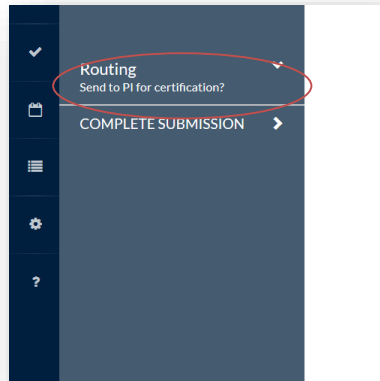
2. Select *New Submission* and choose the appropriate application for your circumstance.



- 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

Decision: N/A

Required Tasks: N/A

Review Board: N/A

Meeting Date: N/A

For questions, please contact Anne Wing at (510) 885-4212 or irb@csueastbay.edu.