

Changing the Study Principle Investigator in eCompliance

1. Log in to ecompliance.ku.edu. Click the “IRB” tab, then click the “Active” banner to and access your approved studies.
2. Click the “Create Modification/ CR” button.

Approved

STUDY00141151
Study Test

Entered IRB: 7/26/2017 1:37 PM
Initial approval: 7/26/2017
Initial effective: 7/26/2017
Effective: 7/26/2017
Approval end: 7/29/2017
Last updated: 7/26/2017 1:39 PM

Principal investigator: Anita Anderson
Submission type: Initial Study
Primary contact: Anita Anderson
IRB coordinator: Caitlin Carter

IRB office: KU
Letter: Cor

Next Steps

- View Study
- Printer Version
- View Differences
- Create Modification/CR**
- Report New Information

Assign Primary Contact
Manage Guest List
Copy Submission
Add Comment

History | Funding | Project Contacts | Documents | Follow-on Sub

Filter [?] Activity [v] Enter text to search for [] Go [] + Add F

Activity	Author
Letter Sent	Carter, Caitlin Diane
Correspondence_for_STUDY00141151.pdf	
Pre-Review Submitted	Carter, Caitlin Diane
IRB Coordinator Assigned	Carter, Caitlin Diane
Assigned to Caitlin Carter	
Submitted	Anderson, Anita
Study Created	Anderson, Anita

3. Choose “Modification/Update” if you want to change some part(s) of your study.

You can select “Modification and Continuing Review” **only if you also need to renew your project for another 12 months (within 30 days of expiration).**

Modification / Continuing Review / Study Closure

* What is the purpose of this submission? ?

- Continuing Review
 - Modification and Continuing Review
 - Modification/Update
- [Clear](#)

4. Next, select **both** “Study team member information” and “Other parts of the study” as the modification scope.

Modification / Continuing Review / Study Closure

* What is the purpose of this submission? ?

- Continuing Review
 - Modification and Continuing Review
 - Modification/Update
- [Clear](#)

Modification scope:

- Study team member information
- Other parts of the study

Active Modification for This Study

Human Research Protection Program – KU Lawrence eCompliance Guide

5. On the Modification Information page you can provide information about the changes you are requesting. Check all boxes that are relevant to your modification.

Use the “Summarize the modifications” section (required) to clearly describe the changes you are requesting.

1. In lay terms, summarize the key changes being proposed.
2. Summarize the reason for the changes.
3. List the documents included in the submission.

It is also helpful to list who you are changing the PI to here.

Modification Information

1. Study enrollment status:

- No subjects have been enrolled to date
- Subjects are currently enrolled
- Study is permanently closed to enrollment
- All subjects have completed all study-related interventions
- Collection of private identifiable information is complete

2. Notification of subjects: (check all that apply)

- Current subjects will be notified of these changes
- Former subjects will be notified of these changes

i Attach files: If notifying subjects, add a description of how they will be notified to the Supporting Documents page.

3. * Summarize the modifications: 

Changing the PI to Dr. Gallagher.

6. On the Basic Information page you will be able to change the PI (Questions 4). Click the three dots to add a new PI.

Note: If the new PI is a current study team member, you may need remove the individual from the study team before they can be added as the Principal Investigator. See directions in Step 6.

Basic Information

1. * Title of study:

2. * Short title:

3. * Brief description: ?

4. * Principal investigator:

Anita Anderson 



- On the Study Team Members Page, edit the study team. If the individual who was previously listed as the PI is still engaged in the study, please remember to add their name to the study team, or they will no longer be listed on the study.

****NOTE: If you are using one of the current study team members as the new PI, remove that person from the study team, click “Save,” then “Exit,” then click “Edit Modification/CR” again and navigate to the Basic Information page (as shown in Step 5).**

Study Team Members

- Identify each additional person involved in the design, conduct, or reporting of the research: ?

Name	Roles	Financial Interest	Involved in Consent	E-mail	Phone
There are no items to display					

- Click “Finish” on the last page.

Supporting Documents ?

Attach supporting files, naming them as you want them to appear in the approval letter:

Document	Category	Date Modified	Document History
There are no items to display			

Suggested attachments:

- Completed checklist of meeting Department of Energy requirements, if applicable
- Other study-related documents not attached on previous forms

Navigation bar: << Back | Save | Exit | Hide/Show Errors | Print | Jump To | **Finish**

- Be sure to click the “Submit” button so that your submission is sent to a reviewer.

Pre-Submission

Entered IRB:
Last updated: 7/14/2017 12:43 PM

Status Change Alert

DRAFT SUBMISSION STAGE. Click “Submit” or “Notify PI” to

Next Steps

- Edit Modification/CR
- Printer Version
- View Differences
- Submit**
- Discard
- Manage Ancillary Reviews
- Add Comment
- NotifyPI

MOD00013812: Modification STUDY00141109

Principal investigator: Joshua Aarnes
Submission type: Modification/Update
Primary contact: Anita Anderson
IRB coordinator:

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graph LR; A[Pre-Submission] --> B[Pre-Review]; B --> C[IRB Review]; C --> D[Clarification Requested]; D --> B;
```

Looking for something else? There is more information available on the [HRPP website](#):

Quickstart

- ✓ [Creating a Study](#)
- ✓ [Continuing Review](#)
- ✓ [Responding to Clarifications](#)
- ✓ [Closing a Study](#)
- ✓ [Accessing a Study](#)
- ✓ [Adding Funding](#)
- ✓ [Creating an External IRB Study](#)
- ✓ [Modification](#)
- ✓ [Study Team Modification](#)

Guides

- ✓ [Student Ancillary Review Guide](#)
- ✓ [Faculty Ancillary Review Guide](#)