

Adding a Funding Source to an Already Approved Study

STEP 1: Go to ecompliance.ku.edu and log in using your KU ID and password.

STEP 2: Access the study in the IRB “Active” tab (See Quickstart Guide for Accessing a Study)

STEP 3: Click the “Create Modification/CR” button.

Approved

STUDY00003039 : 0001

Entered IRB: 9/29/2015 9:57 AM
 Initial approval: 9/29/2015
 Effective: 9/29/2015
 Approval end: 4/14/2016
 Modified: 9/29/2015 10:04 AM

Principal investigator: Anita Anderson
Submission type: Initial Study
Primary contact: Anita Anderson
IRB coordinator: Jaimie Ward

IRB office: KU Lawrence
Letter: [Correspondence_for_STUDY00003039.pdf](#)

```

graph LR
    A[Pre-Submission] --> B[Pre-Review]
    B --> C[IRB Review]
    C --> D[Post-Review]
    D --> E[Review Complete]
    B --> B1[Clarification Requested] --> B
    C --> C1[Clarification Requested] --> C
    D --> D1[Modifications Required] --> D
    
```

My Current Actions

- [View Study](#)
- [Printer Version](#)
- [View Differences](#)
- [Create Modification / CR](#)
- [Report New Information](#)


History	Funding	Project Contacts	Documents	Follow-on Submissions	Reviews	Snapsh
Filter by Activity Go Clear Advanced						
	Activity		Author			<input type="checkbox"/> Activ
	Letter Sent		Ward, Jaimie L			9/29/2
	Correspondence_for_STUDY00003039.doc					
<input checked="" type="checkbox"/>	Pre-Review Submitted		Ward, Jaimie L			9/29/2
	IRB Coordinator Assigned		Ward, Jaimie L			9/29/2
	Assigned to Jaimie Ward					
	Submitted		Anderson, Anita			9/29/2
	Study Created		Anderson, Anita			9/29/2


STEP 4: Choose “Modification” if you want to change 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).

<< Back Save | | Print...

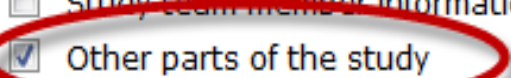
Modification / Continuing Review / Study Closure

* What is the purpose of this submission? 

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

STEP 5: For the scope of the study, select “Other parts of the study” to add a funding source. Click “Continue”.

Modification scope:

- Study team member information
- Other parts of the study 

Active Modification for This Study

STEP 6: 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 the name of the funding source you will be adding.

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

Check only the boxes relevant to your proposed changes

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

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

Attach files: If notifying subjects, add a description of how they will be notified to the Support

3. * Summarize the modifications: ?

Adding Department of Education

List name of funding source

STEP 7: Navigate to the “Funding Sources” page. You can now add a funding source to your study.

Funding Sources ?

1. **Identify each organization supplying funding for the study:**

Add	Funding Source	Sponsor's Funding ID	Grants Office ID
There are no items to display			

STEP 8: You can look up funding sources by either typing the name into the search box.

1. **Funding organization:** ?

2. **Sponsor's funding ID:** (assigned by external sponsor)

3. **Grants office ID:** (assigned internally)

4. **Attach files:** (include any grant applications)

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

HINT: To Search for Department of Education, search for “US Dept of Education” in the search box.

Or click “Select” and search by filters.

The image shows two browser windows side-by-side. The left window, titled "Add Funding Source", contains a form with four numbered sections: "1. * Funding organization:", "2. Sponsor's funding ID:", "3. Grants office ID:", and "4. Attach files:". A red arrow points to a "Select..." button next to the first section. The right window, titled "Select Organization", shows a search interface with filter dropdowns for "Name", "Category", and "Parent Organization". A red arrow points to the input field for the "Name" filter. Below the filters is a table of search results.

Name	Category	Parent Organization
<input type="radio"/> University of Wisconsin		
<input type="radio"/> Elsevier /MC Strategies		
<input type="radio"/> Elsevier, Inc		
<input type="radio"/> Sickle Cell Disease Association of America - Uriel Owens Chapter, Inc		
<input type="radio"/> TFI Family Services, Inc.,		
<input type="radio"/> United Fire Group, Inc		
<input type="radio"/> "Environment, Health & Safety"	Department	MC0001
<input type="radio"/> 3rd Rock Ultrasound, LLC		
<input type="radio"/> 8888AFL	Department	KU0001
<input type="radio"/> A & M Label	Sponsor	

STEP 9: Click “Finish” on the last page once you are done making changes. In order to submit your modification for review by HSCCL staff, **click the “Submit” button on the left side of the screen.** If you are not the PI on the project, then the PI will need to log in and click the “Submit” button.

Pre-Submission **MOD00007025 : Modification #1 for Study STUDY00003039**

Entered IRB: **Investigator:** Anita Anderson **IRB:** KU Lawrence
Approval: **Submission type:** Modification **Letter:** None
Effective: **Primary contact:** Anita Anderson
Modified: 9/29/2015 10:27 AM **IRB coordinator:**



My Current Actions

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

History Project Contacts Documents Related RNIs

Filter by Activity [Advanced](#)

No data to display.

Looking for something else? There is more information available on the HSCCL website:

Quickstart

- ✓ Creating a Study
- ✓ Continuing Review
- ✓ Responding to Clarifications
- ✓ Closing a Study

Guides

- ✓ [Student/Faculty Supervisor Submission Guide](#)
- ✓ [Study Submission Guide](#)

FAQs

- ✓ [eCompliance FAQs](#)