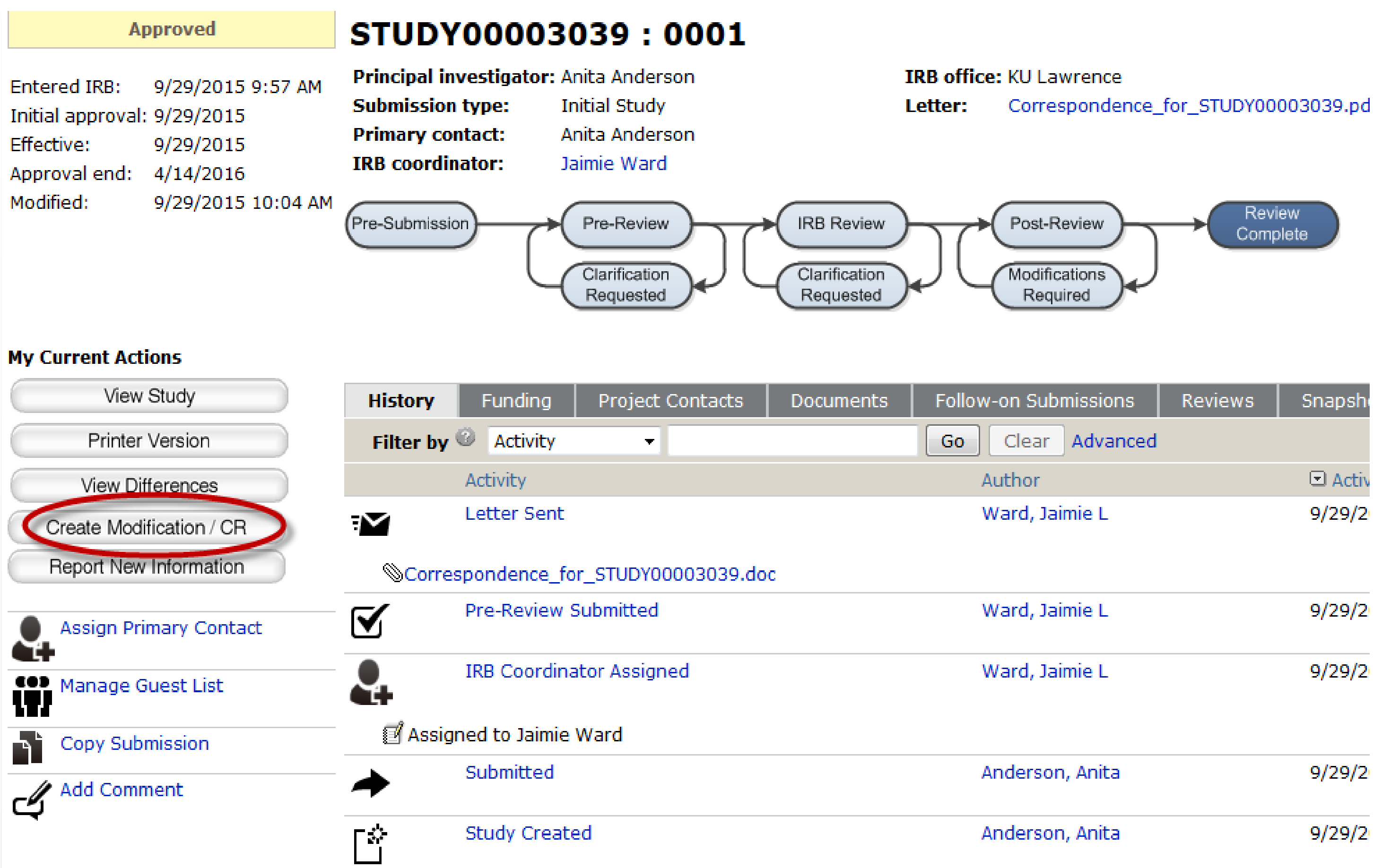
Adding a Funding Source to an Already Approved Study

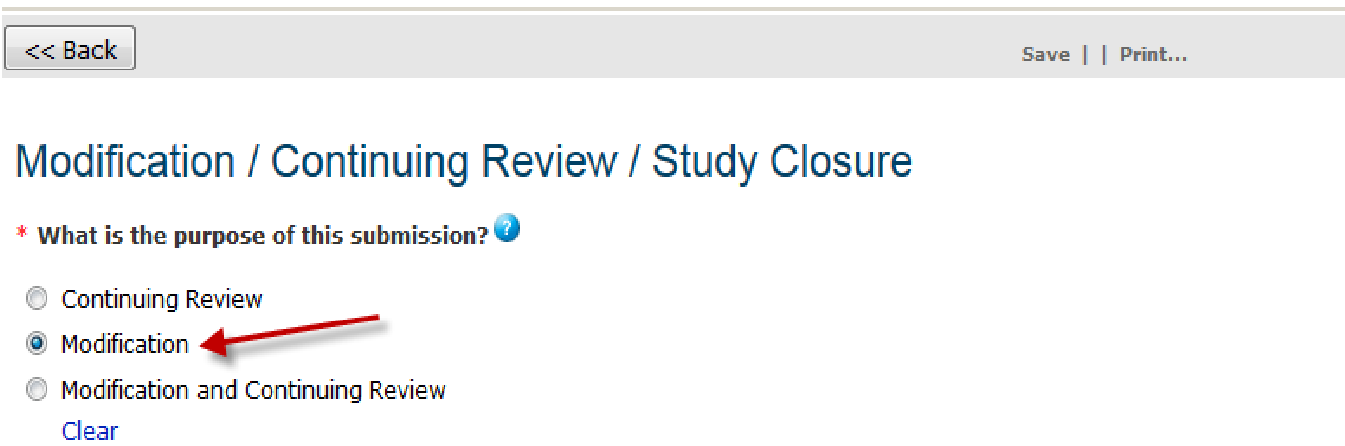
STEP 1: Go to ecompliance.ku.edu and log in using your KU ID and password.

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

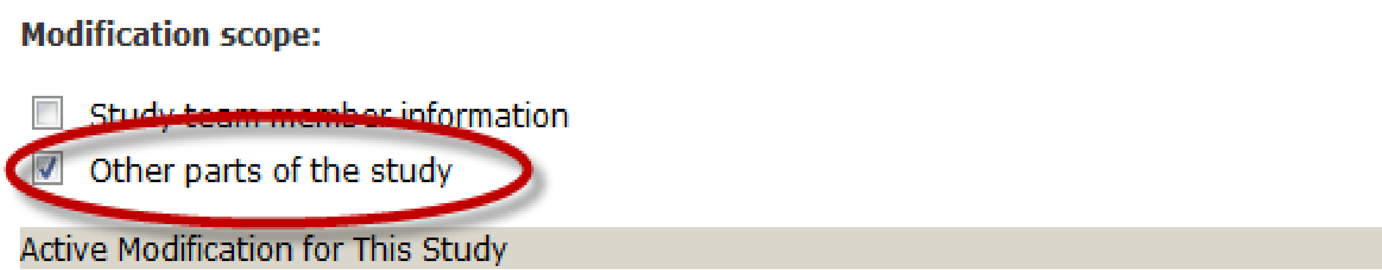
STEP 3: Click the "Create Modification/CR" button.



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).



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

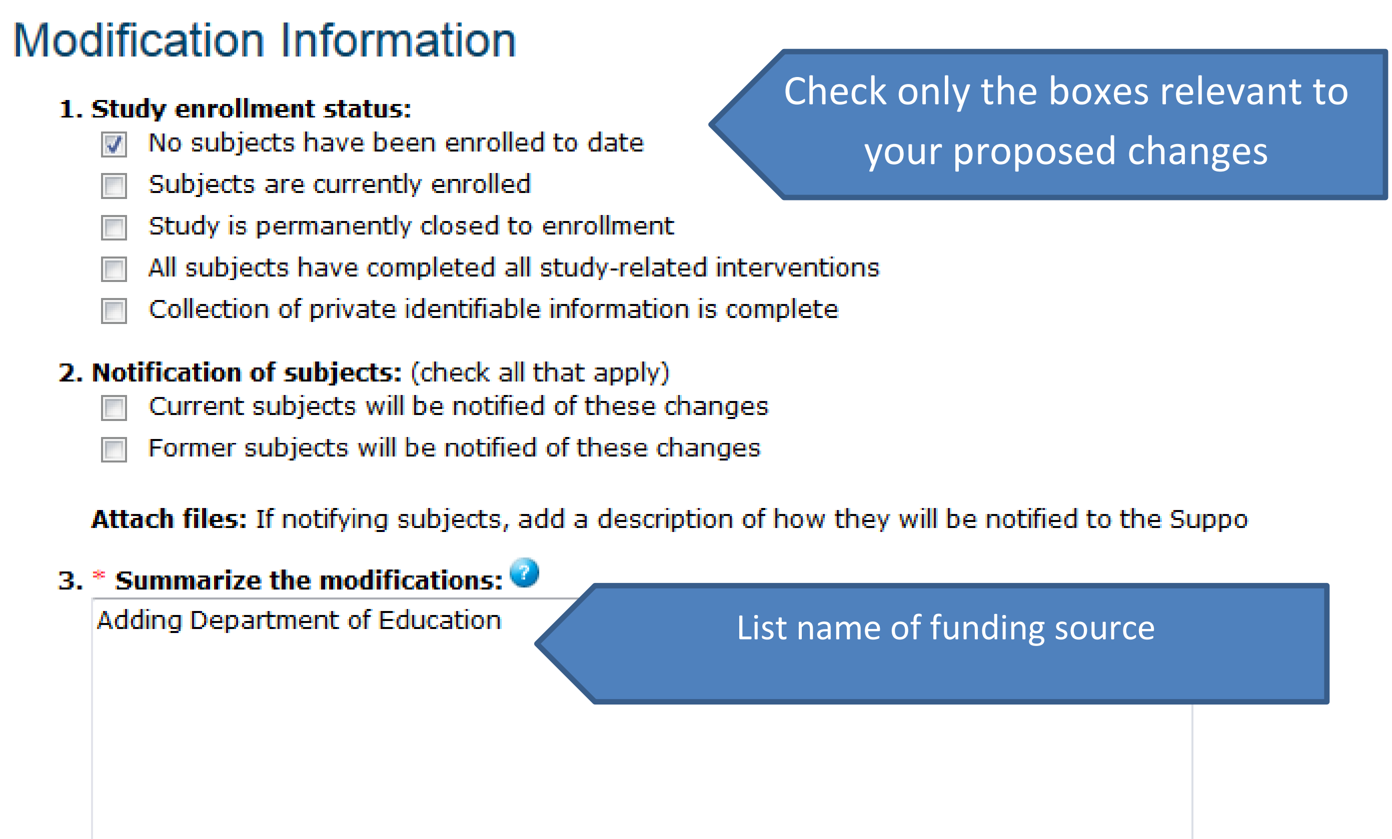


STEP 6: On the Modification Information page you can provide information about the changes you are requesting. Check all boxes that are relevant to your modification.

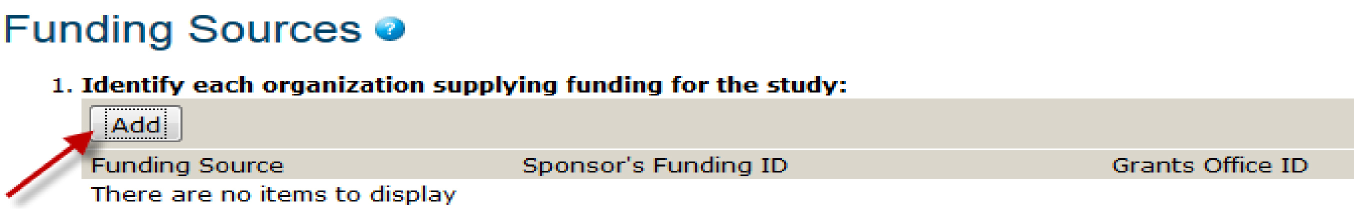
Use the "Summarize the modifications" section (required) to clearly describe the changes you are requesting.

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.

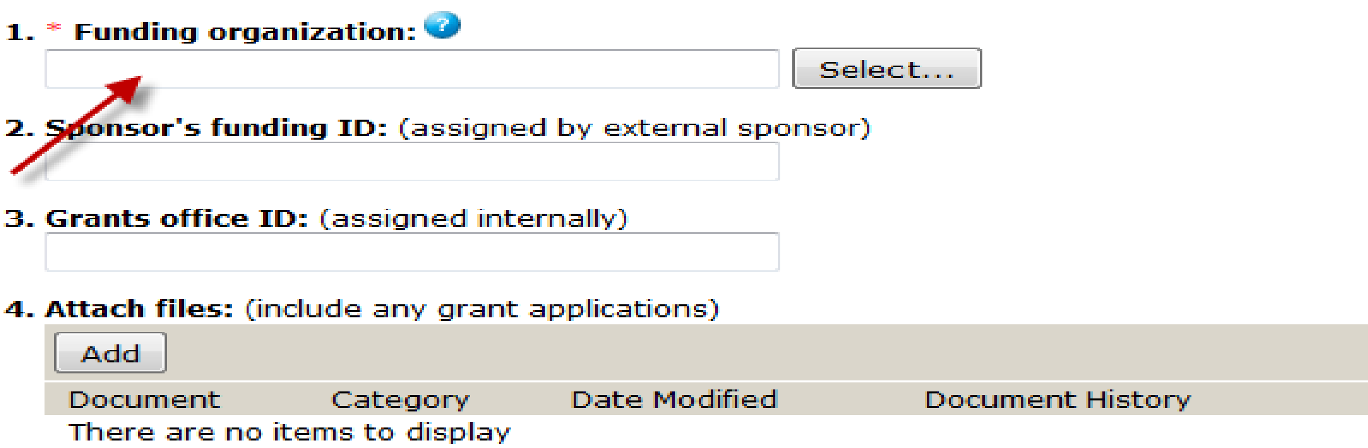
It is also helpful to list the name of the funding source you will be adding.



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

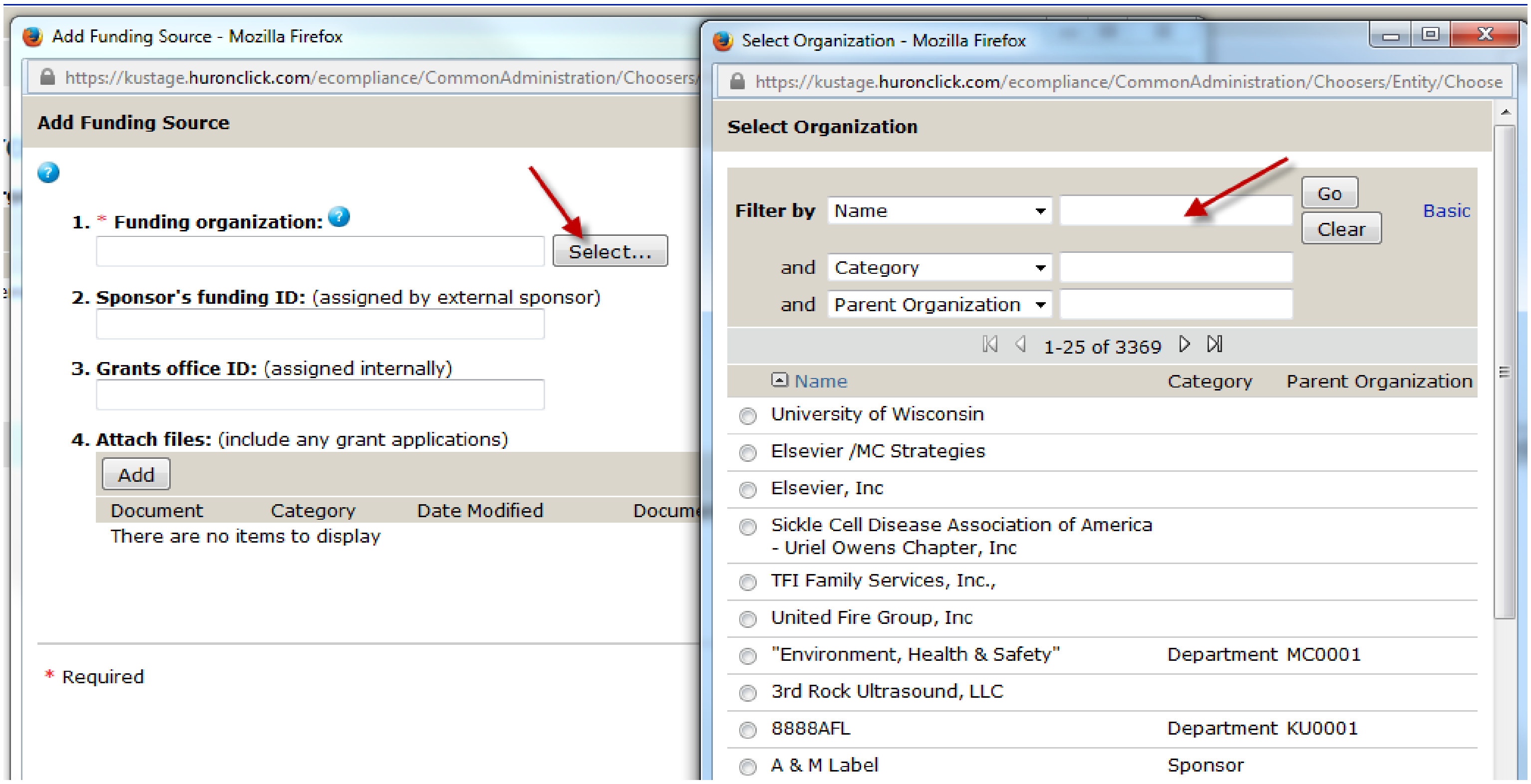


STEP 8: You can look up funding sources by either typing the name into the search box.

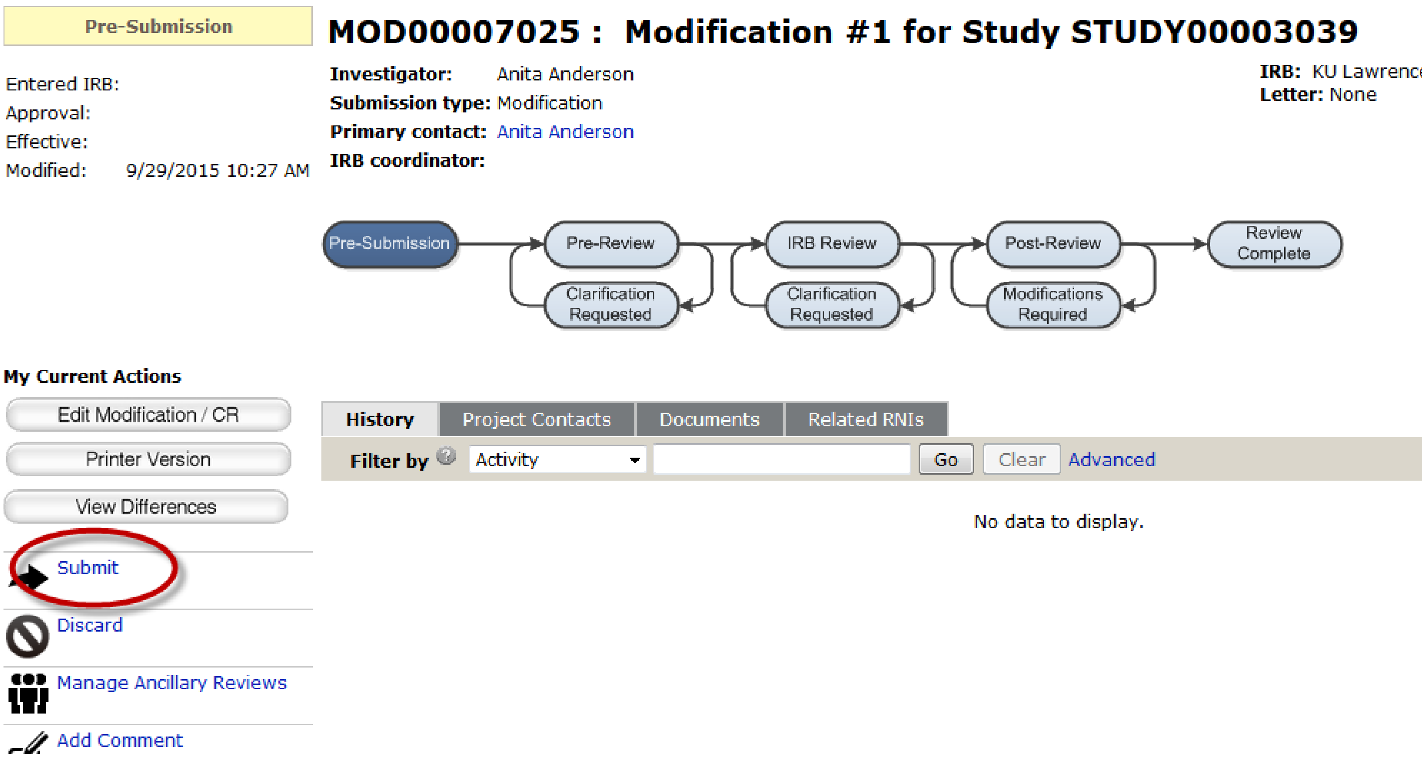


HINT: To Search for Department of Education, search for “US Dept of Education” in the search box.

Or click "Select" and search by filters.



STEP 9: Click "Finish" on the last page once you are done making changes. In order to submit your modification for review by HSCL 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.



Looking for something else? There is more information available on the HSCL 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