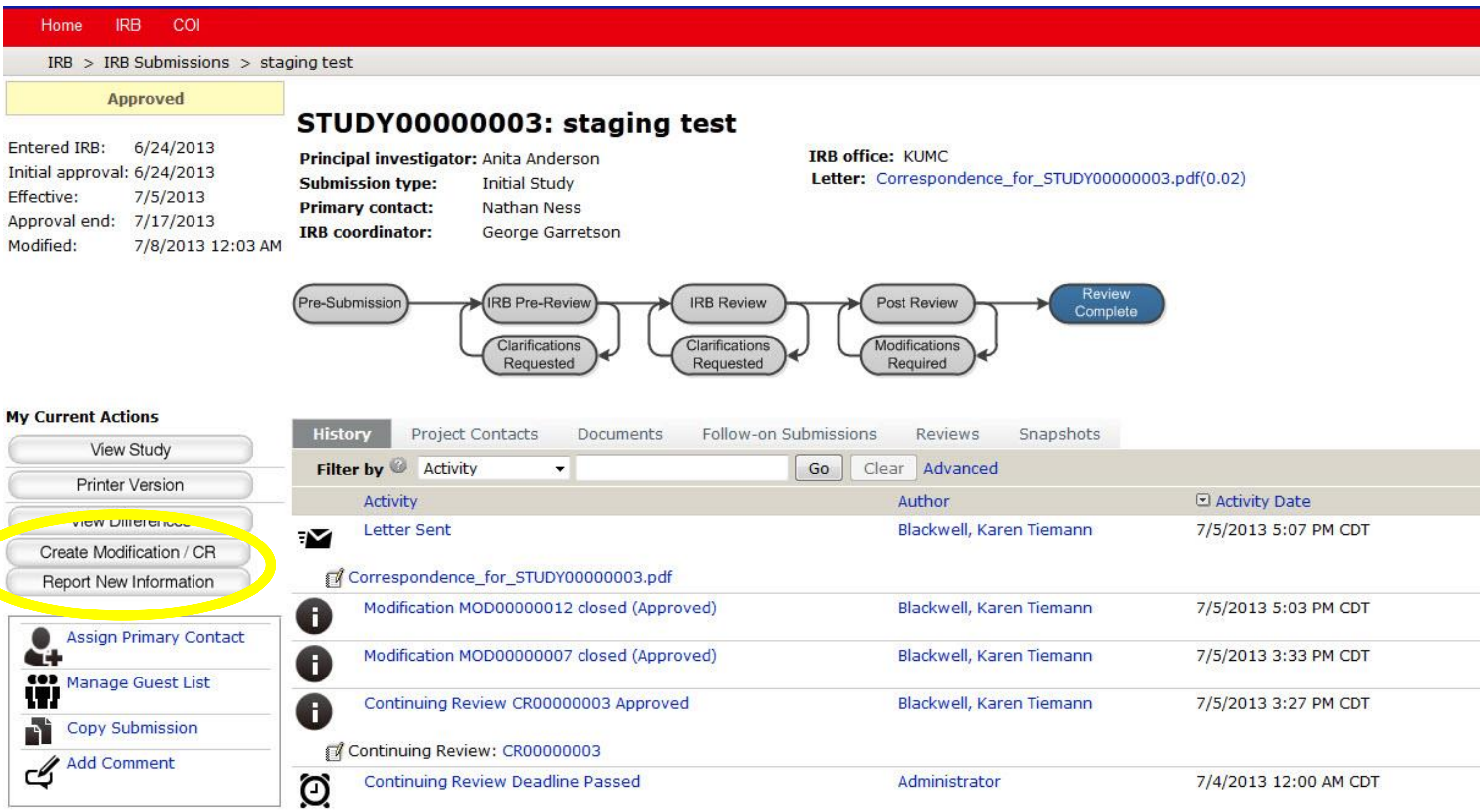
Create a Modification Request in eCompliance

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)*

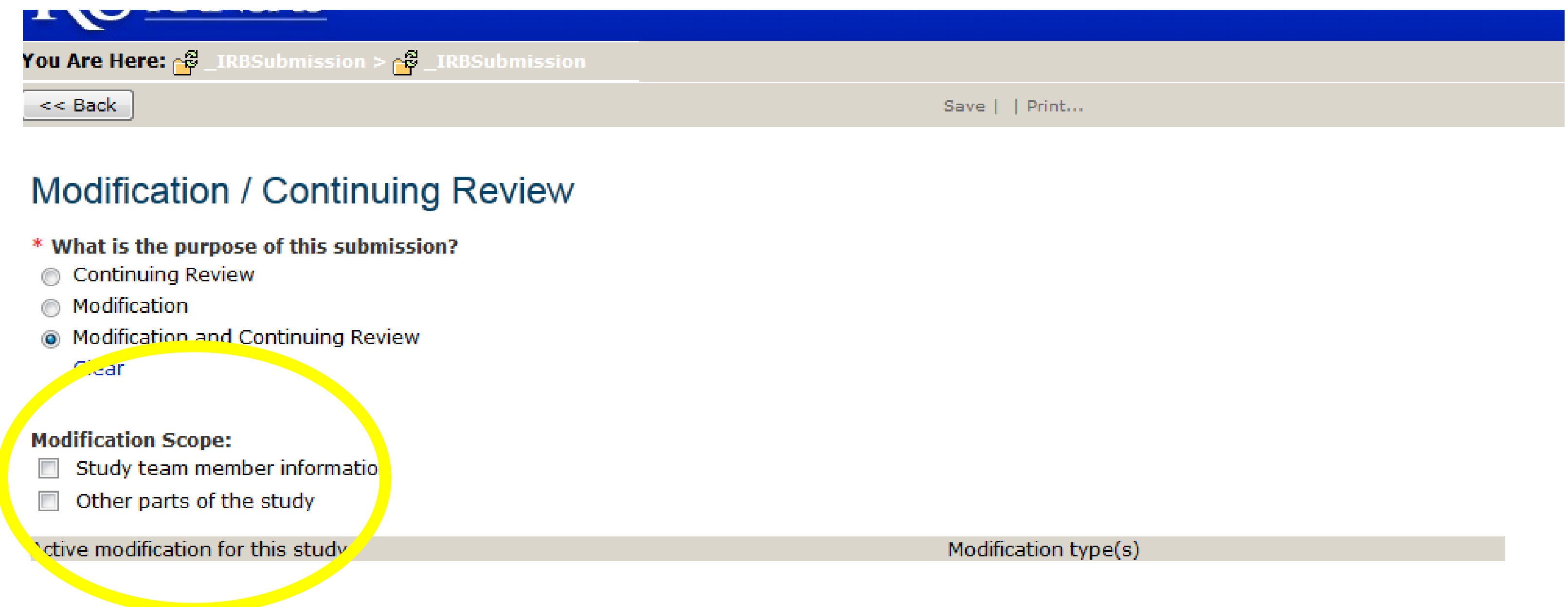
STEP 3: Click the "Create Modification/CR" button.



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

STEP 5: Next, select the scope of the change (check both boxes if unsure). Click "Continue".

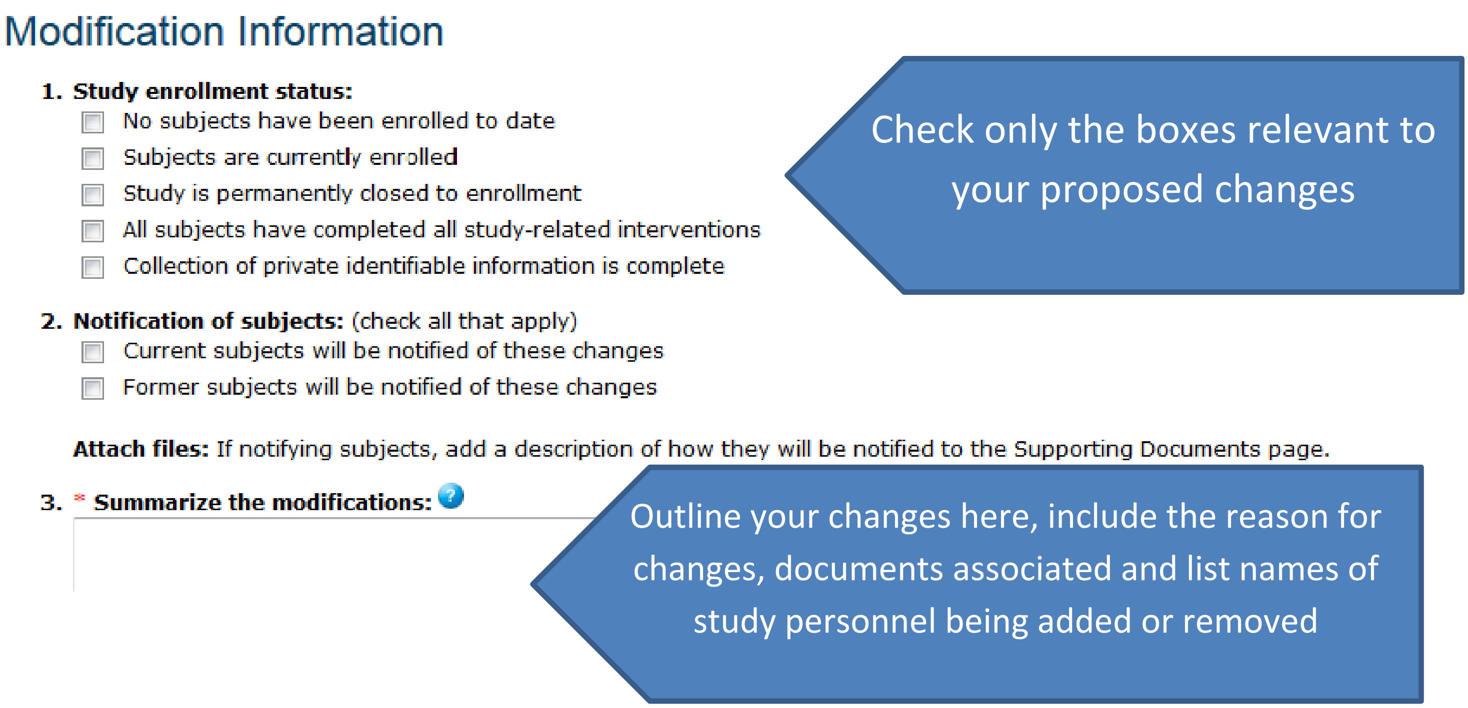


STEP 6: On the Modification Information page you can provide information about the changes you are requesting. Check all boxes that are relevant to your modification.

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 names of study personnel you are adding or removing here.

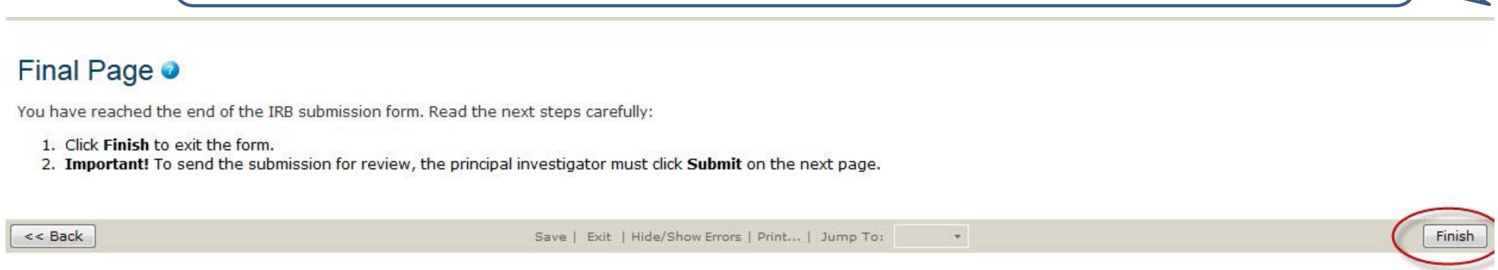


STEP 7: You can now edit the original study, including uploading new documents, and changing the information within eCompliance (PI, study team, funding, etc.).

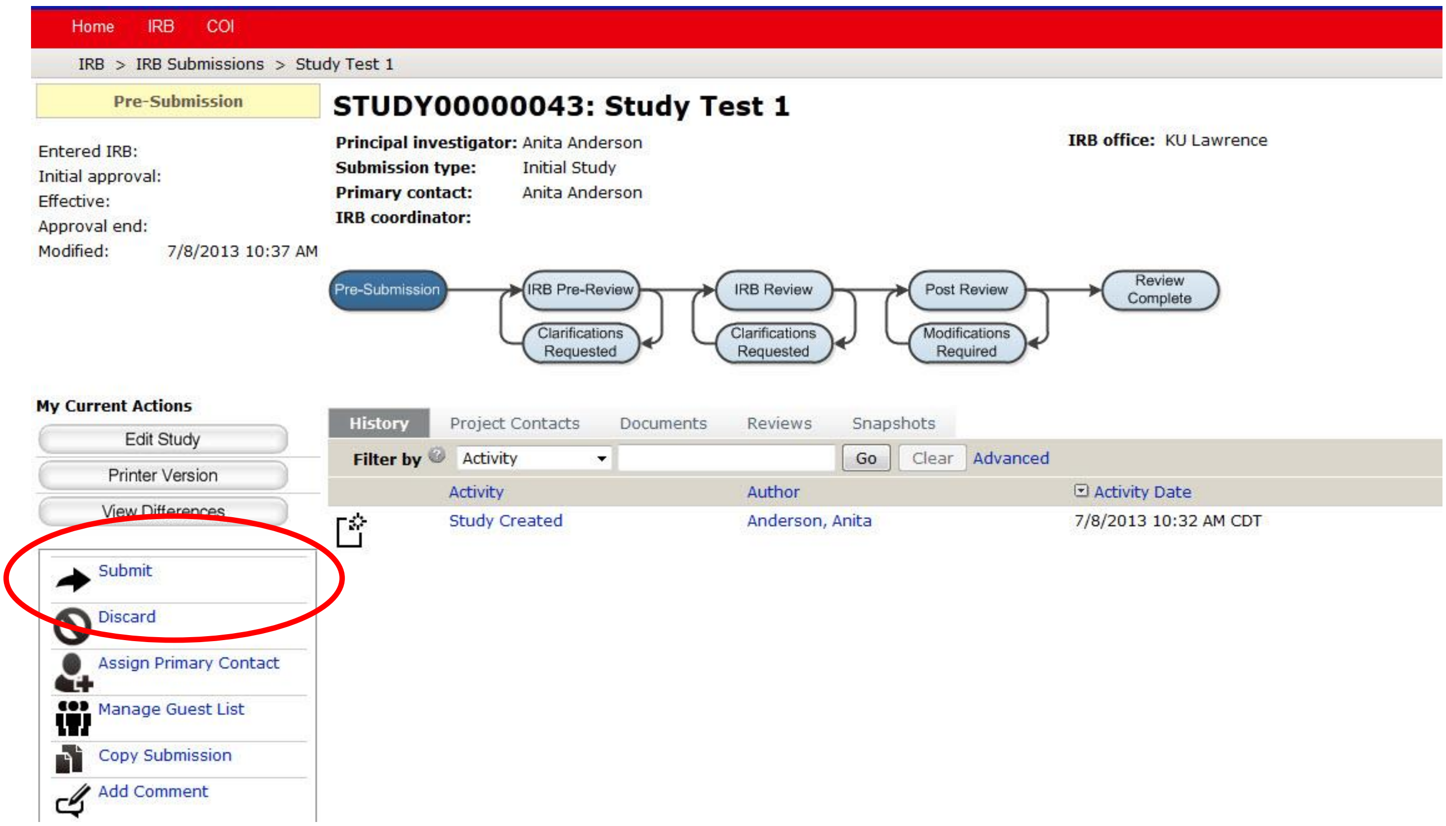
Also, when revising documents it will reduce review time if you include a clean and marked version so it is easier for the reviewer to see what you have changed within the documents.

Click “Finish” on the last page or “Save” and “Exit” from the menu.

*NOTE: Consent forms **must** be uploaded in the “Consent forms” section on the “Consent Forms and Recruitment Materials” page.*



STEP 8: 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