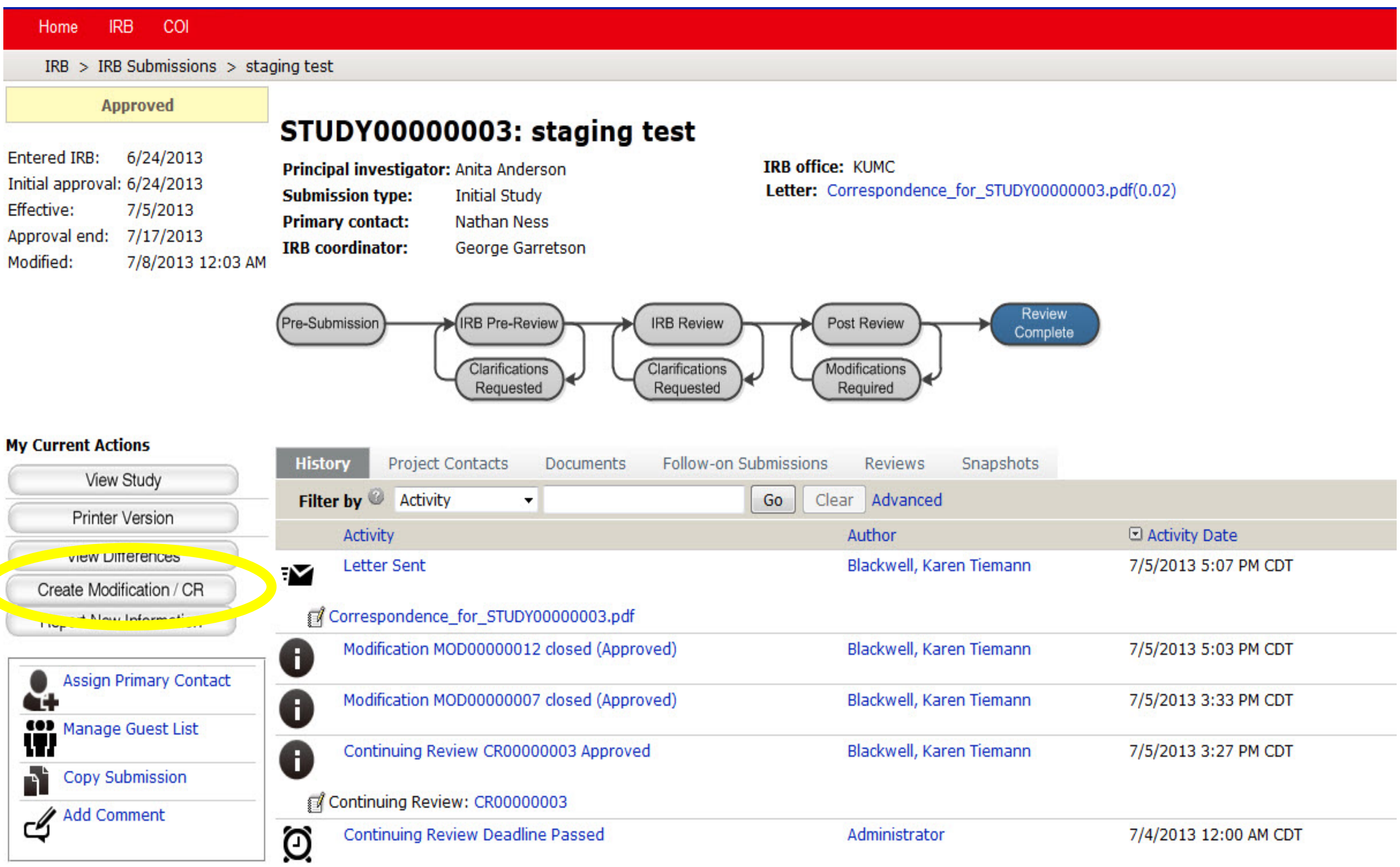
Creating a Study Team Modification in eCompliance

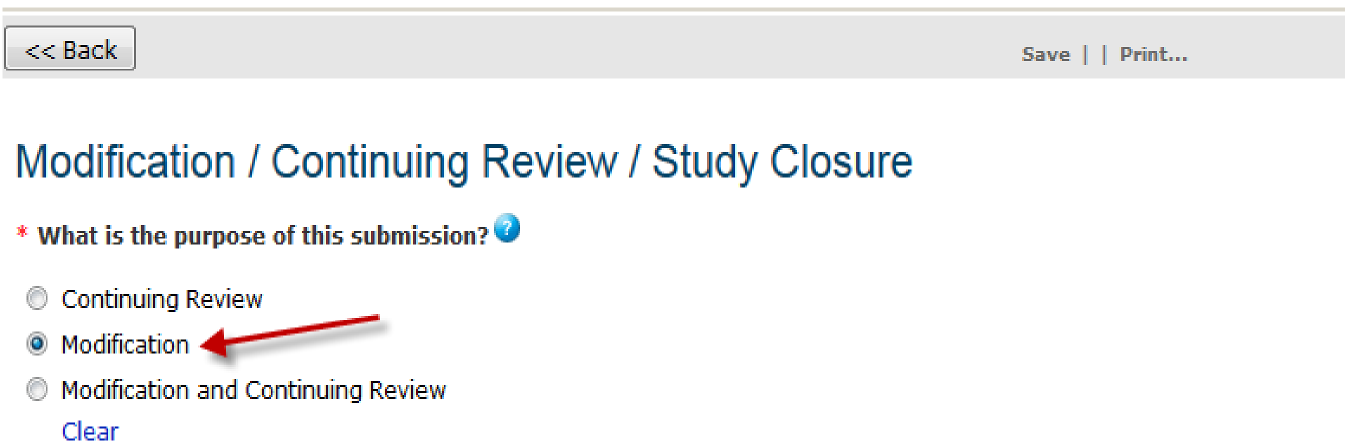
STEP 1: Go to ecompliance.ku.edu and log in using your KU ID and password.

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 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).



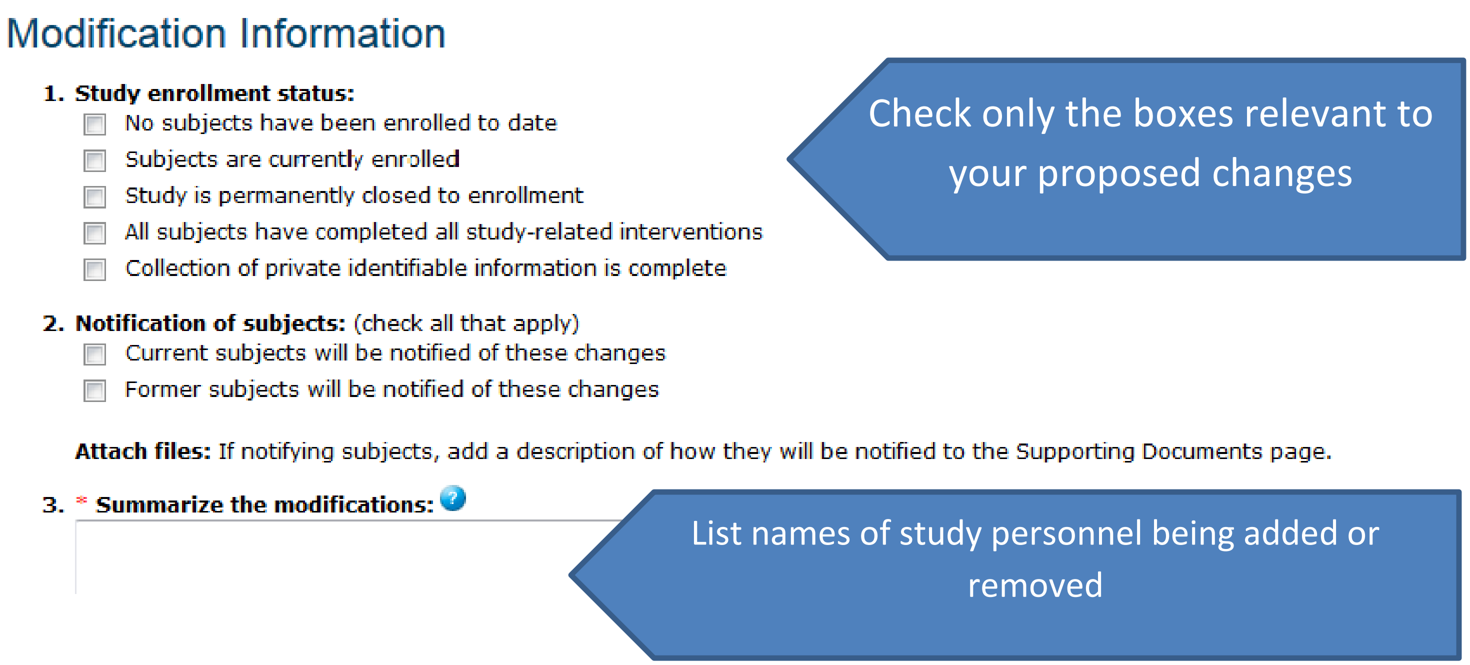
STEP 5: For the scope of the study, select "Study team member information" to add or remove a study team member. Click "Continue".

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.

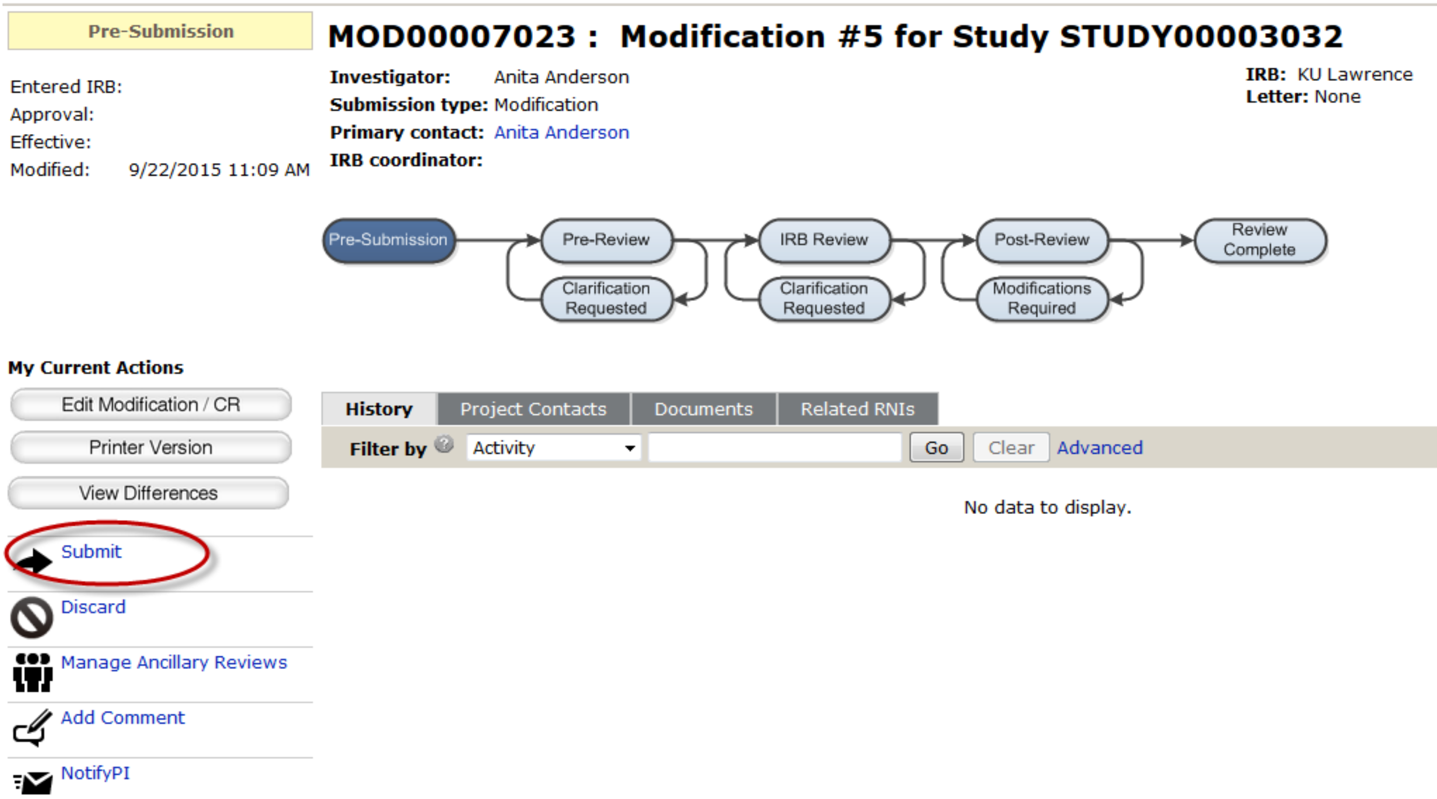
It is also helpful to list the names of study personnel you are adding or removing here.



STEP 7: You can now add or remove a person from your study team. Click “Finish” when you are done making changes.

**Note: Only current faculty/staff/graduate students will show up in this list. Undergraduates may not show up in this list. If you need an undergraduate added to eCompliance, please contact HSCL by telephone with their 7-digit KU ID (785-864-7429), or send an encrypted email to hscl@ku.edu. If you have an external study team member for your study, please contact hscl@ku.edu for additional information on adding external members to your study.

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.


Pre-Submission
MOD00007023 : Modification #5 for Study STUDY00003032
Entered IRB:
Approval:
Effective:
Modified: 9/22/2015 11:09 AM
Investigator: Anita Anderson
Submission type: Modification
Primary contact: Anita Anderson
IRB coordinator:
IRB: KU Lawrence
Letter: None
Pre-Submission
Pre-Review
Clarification Requested
IRB Review
Clarification Requested
Post-Review
Modifications Required
Review Complete
My Current Actions
Edit Modification / CR
Printer Version
View Differences
Submit
Discard
Manage Ancillary Reviews
Add Comment
NotifyPI
History
Project Contacts
Documents
Related RNIs
Filter by
Activity
Go
Clear
Advanced
No data to display.

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