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).

**Modification / Continuing Review / Study Closure**

* What is the purpose of this submission? 

- Continuing Review
- Modification
- Modification and Continuing Review

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

**Modification scope:**

- [x] Study team member information
- [ ] Other parts of the study

Active Modification for This Study | Modification Type
**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.

**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

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

3. **Summarize the modifications:**

   Check only the boxes relevant to your proposed changes

   List names of study personnel being added or removed
**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.

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**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.
MOD00007023 : Modification #5 for Study STUDY00003032

Investigator: Anita Anderson
Submission type: Modification
Primary contact: Anita Anderson
IRB coordinator:

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

History
Filter by: Activity

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