**Modification and/or Continuing Review in eCompliance**

**STEP 1:** Go to [ecompliance.ku.edu](http://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 4:** Click the “Create Modification/CR” button.

**STEP 5:** Determine if you are requesting Continuing Review, Modification or both.

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**NOTE:** “Continuing Review” is a new term for “Status Report” and “Modification” is the new word for “Amendment.”
CR/MOD Determination Help

**CR CLOSURE:** To close a study, select “Continuing Review”

**CR/MOD:** Choose “Modification and Continuing Review” if you have received a Continuing Review notification and you also want to modify your study.

**MOD:** To make changes to a study at any time, select “Modification”.

**CR:** Select “Continuing Review” if you have received a Continuing Review notification, have no changes and your study is closed to new or continuing enrollment.

**CR/MOD (TRANSITION):** Select “Modification and Continuing Review” if you have received a Continuing Review notification and your study is open for new or continuing enrollment. *This option may apply to projects that were approved before June 17, 2013.*

NOTE: Consent forms were not uploaded when the system launched. Consent forms will need to be uploaded when you complete the Continuing Review/Modification (Transition) on the “Consent Forms and Recruitment Materials” page for projects that were originally approved before eCompliance launched.

**STEP 6:** If requesting a Modification or Modification/Continuing Review, select the scope of the change.

**Modification / Continuing Review**

*What is the purpose of this submission?*
- Continuing Review
- Modification
- Modification and Continuing Review

**Modification Scope:**
- Study team member information
- Other parts of the study

Active modification for this study: 
Modification type(s):
STEP 7: Continue through the pages and upload any necessary documents. You will have the opportunity to edit your entire study when the Modification Scope includes “Other Parts of the Study.” Click “Finish.”

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 study 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.

NOTE: Once you have submitted your study, you can check on the progress of your submission by logging in and viewing the status bar.
Looking for something else? There is more information available on the HSCL website:

Quickstart

✓ Creating a Study
✓ Modification and Continuing Review
✓ Continuing Review Determination Guide
✓ Closing a Study

Guides

✓ Student/Faculty Supervisor Submission Guide
✓ Study Submission Guide

FAQs

✓ eCompliance FAQs