

Creating a Study Team Modification in eCompliance

1. Go to ecompliance.ku.edu and log in using your KU ID and password.
2. Access the study in the IRB by clicking the “IRB” link in the red banner, and clicking the “All Submissions” tab. (See Guide for Accessing a Study)
3. Click the “Create Modification/CR” button.

Approved

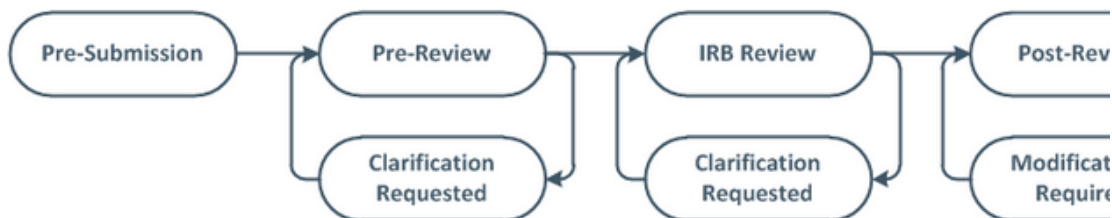
STUDY00141157

Test

Entered IRB: 7/31/2017 10:48 AM
Initial approval: 7/31/2017
Initial effective: 7/31/2017
Effective: 7/31/2017
Approval end: 8/30/2017
Last updated: 7/31/2017 10:50 AM

Principal investigator: Anita Anderson
Submission type: Initial Study
Primary contact: Anita Anderson
IRB coordinator: Caitlin Carter

IRB office: KU Lawrence
Letter: Corresponder



Next Steps

View Study

Printer Version

View Differences

Create Modification/CR

Report New Information

Assign Primary Contact

Manage Guest List

History Funding Project Contacts Documents Follow-on Submissions

Filter ?

Activity

Enter text to search for

Go

+ Add Filter x Clear

Activity

Author

Letter Sent Carter, Caitlin Diane

Correspondence_for_STUDY00141157.pdf

Pre-Review Submitted Carter, Caitlin Diane

IRB Coordinator Assigned Carter, Caitlin Diane

Assigned to Caitlin Carter

4. Choose "Modification" if you want to change part(s) of your study.
5. To add or remove study team members, click "Study Team" under Modification Scope. Click "Continue".

Modification / Continuing Review / Study Closure

* What is the purpose of this submission? ?

- Continuing Review
- Modification and Continuing Review

Modification/Update

[Clear](#)

* What is the purpose of this submission? ?

- Continuing Review
- Modification and Continuing Review

Modification/Update

[Clear](#)

Modification scope:

Study team member information

Other parts of the study

Active Modification for This Study

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.

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

Check only the boxes relevant to your proposed changes

2. Notification of subjects: (check all that apply)

- Current subjects will be notified of these changes
- Former subjects will be notified of these changes

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

3. * Summarize the modifications: ?

List names of study personnel being added or removed

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

****Note: Only current KU 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 HRPP by telephone with their 7-digit KU ID (785- 864-7385), or send an encrypted email to irb@ku.edu.**

If you have an external study team member (e.g. not affiliated with KU in any way) working on your project, please contact irb@ku.edu for additional information on adding external members to your study team.

Study Team Members

1. Identify each additional person involved in the design, conduct, or reporting of the research: ?

Name	Roles	Financial Interest	Involved in Consent	E-mail	Phone
There are no items to display					

Navigation bar: << Back | Save | Exit | Hide/Show Errors | Print | Jump To | **Finish**

8. In order to submit your modification for review by HRPP 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. The system will ask you to enter your KU ID and password.

Pre-Submission

Entered IRB:
Last updated: 7/14/2017 12:21 PM

Status Change Alert

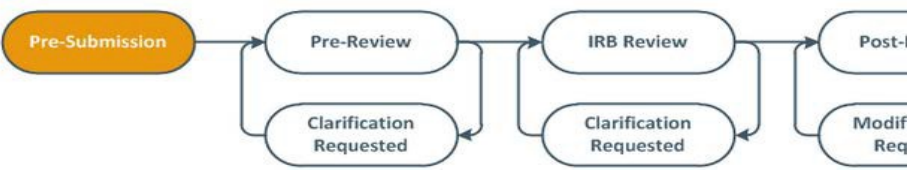
DRAFT SUBMISSION STAGE. Click "Submit" or "Notify PI" to send to IRB for review.

Next Steps

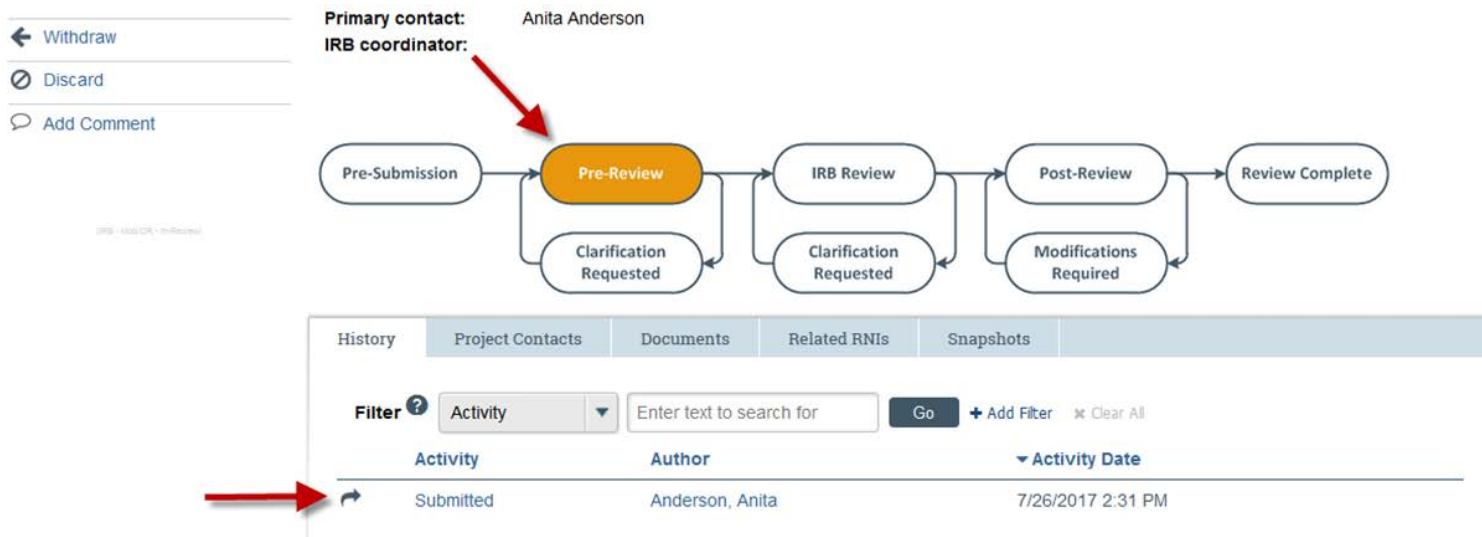
- Edit Modification/CR
- Printer Version
- View Differences
- Submit**
- Discard
- Manage Ancillary Reviews
- Add Comment
- NotifyPI

MOD00013810: Modification/Update STUDY00141109

Principal investigator: Anita Anderson **IRB office:** KU Lawren
Submission type: Modification/Update
Primary contact: Anita Anderson
IRB coordinator:



- Once the study is submitted, the flowchart will change from "Pre-Submission" to "Pre-Review" and the History Activity will show that the study has been "Submitted". There will also be a green banner at the top of your screen for a few seconds to show submission.



Looking for something else? There is more information available on the HRPP website:

Quickstart

- ✓ [Creating a Single-Site Study](#)
- ✓ [Creating a Multi-Site Study](#)
- ✓ [Continuing Review](#)
- ✓ [Accessing a Study](#)
- ✓ [Changing Principle Investigator](#)
- ✓ [Adding Funding](#)
- ✓ [Creating an External IRB Study](#)
- ✓ [Modification](#)
- ✓ [Responding to Clarifications](#)
- ✓ [Closing a Study](#)

Guides

- ✓ [Student Ancillary Review Guide](#)
- ✓ [Faculty Supervisor Ancillary Review Guide](#)