

Adding a Funding Source to an Already Approved Study

1. Go to ecompliance.ku.edu and log in using your KU ID and password.
2. Access the study in the IRB “Active” tab (See Quickstart Guide for [Accessing a Study](#))
3. Click the “Create Modification/CR” button.

Approved

STUDY00141151

Study Test

Principal investigator: Anita Anderson **IRB office:** KU
Submission type: Initial Study **Letter:** Cor
Primary contact: Anita Anderson
IRB coordinator: Caitlin Carter

Entered IRB: 7/26/2017 1:37 PM
Initial approval: 7/26/2017
Initial effective: 7/26/2017
Effective: 7/26/2017
Approval end: 7/29/2017
Last updated: 7/26/2017 1:39 PM

Next Steps

- View Study
- Printer Version
- View Differences
- Create Modification/CR**
- Report New Information

Assign Primary Contact
Manage Guest List
Copy Submission
Add Comment

| History | Funding | Project Contacts | Documents | Follow-on Sub |
|--|-----------------------|------------------|-----------|---------------|
| Filter ? Activity <input type="text" value="Enter text to search for"/> <input type="button" value="Go"/> <input type="button" value="+ Add F"/> | | | | |
| Activity | Author | | | |
| Letter Sent | Carter, Caitlin Diane | | | |
| Correspondence_for_STUDY00141151.pdf | | | | |
| <input checked="" type="checkbox"/> Pre-Review Submitted | Carter, Caitlin Diane | | | |
| IRB Coordinator Assigned | Carter, Caitlin Diane | | | |
| Assigned to Caitlin Carter | | | | |
| Submitted | Anderson, Anita | | | |
| Study Created | Anderson, Anita | | | |

4. Choose “Modification” if you want to change part(s) of your study, and your study is not close to its end date (within 30 days of expiring).

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).**

For the scope of the study, select “Other parts of the study.” Click “Continue”.

Modification / Continuing Review / Study Closure

*** 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

Modification Type

5. 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 name of the funding source you will be adding.

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

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

3. * Summarize the modifications:

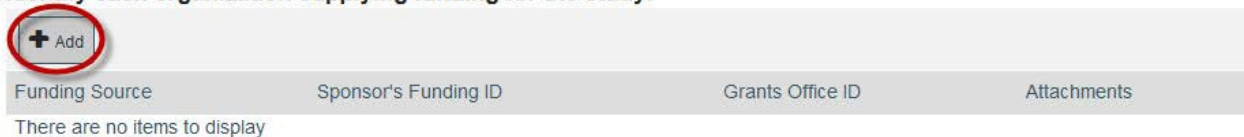
Adding Department of Education

List name of funding source

6. Navigate to the “Funding Sources” page. You can now a funding source to your study.

Funding Sources

1. Identify each organization supplying funding for the study:



The screenshot shows a table with the following columns: Funding Source, Sponsor's Funding ID, Grants Office ID, and Attachments. Below the table, it says "There are no items to display". A red circle highlights a "+ Add" button in the top left corner of the table area.

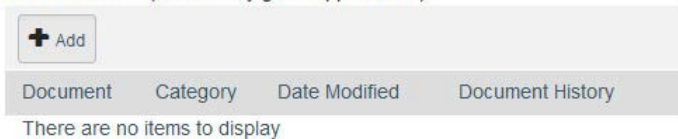
You can look up funding sources by either typing the name into the search box.

1. * Funding organization: 

2. Sponsor's funding ID: (assigned by external sponsor)

3. Grants office ID: (assigned internally)

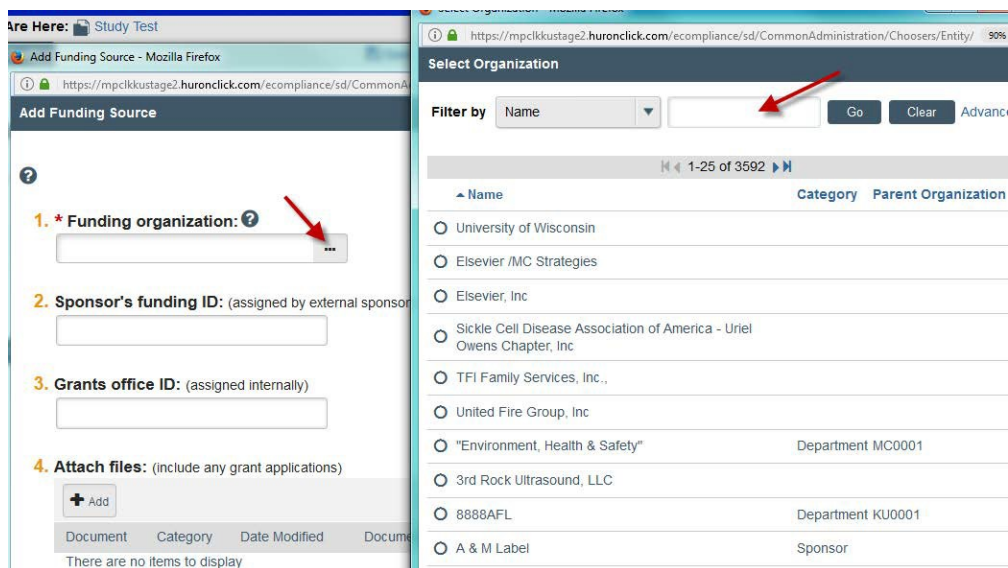
4. Attach files: (include any grant applications)



The screenshot shows a "+ Add" button and a table with the following columns: Document, Category, Date Modified, and Document History. Below the table, it says "There are no items to display".

HINT: To Search for US Departments (for example, Dept of Education), search for “US Dept of [enter specific department here]” in the search box. For example: search “US Dept of Education.”

Or you can click the three dots and search by filters.



7. Click “Finish” on the last page once you are done making changes. 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. You can send the PI a notification that the study is ready to be submitted by clicking “Notify PI.”

Pre-Submission

Entered IRB:
Last updated: 7/14/2017 12:32 PM

Status Change Alert

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

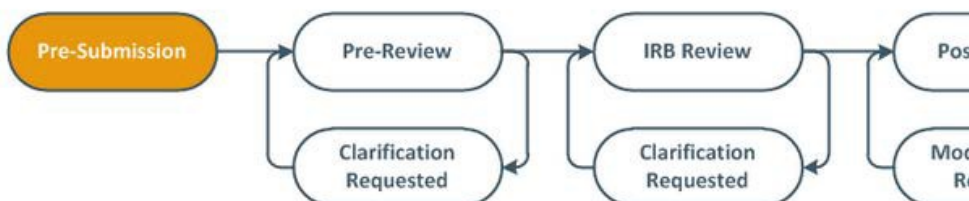
Next Steps

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

MOD00013811: Modification/Update STUDY00141109

Principal investigator: Anita Anderson
Submission type: Modification/Update
Primary contact: Anita Anderson
IRB coordinator:

IRB office: KU Lawr



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](#)
- ✓ [Responding to Clarifications](#)
- ✓ [Closing a Study](#)
- ✓ [Accessing a Study](#)
- ✓ [Changing the Principle Investigator](#)
- ✓ [Creating an External IRB Study](#)
- ✓ [Modification](#)
- ✓ [Study Team Modification](#)

Guides

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