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.
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

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

Active Modification for This Study

<table>
<thead>
<tr>
<th>Modification Type</th>
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</thead>
</table>
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

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 add a funding source to your study.

**Funding Sources**

1. Identify each organization supplying funding for the study:

   ![Add button]

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Sponsor's Funding ID</th>
<th>Grants Office ID</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
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</table>

   There are no items to display

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

1. **Funding organization:**

   ![Search bar]

   **Sponsor’s funding ID:** (assigned by external sponsor)

   ![Input box]

   **Grants office ID:** (assigned internally)

   ![Input box]

4. **Attach files:** (Include any grant applications)

   ![Add button]

<table>
<thead>
<tr>
<th>Document</th>
<th>Category</th>
<th>Date Modified</th>
<th>Document History</th>
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</table>

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

Quickstart

✓ Creating a 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