

# How to Create and Submit a “Change Request and Amendments” Form in INSPIR II

- You should not create a “Change Request and Amendments” form while another “Change Request and Amendments” form is still pending IRB review. The system will prevent you from submitting it.
- A Revision of a Study Document should be made (and attached) only in the “Change Request and Amendments” form and not in the Study Application.



# This opens the “Start a Submission Form” pop-up page.

**Instructions:** Select a study to work with, click to open it and start a Submission Form. You may use the search bar to find a specific study.

All Studies

Recently Used

Study Status

Search for RB Number, Title, Alias

Search

⚙

All

Draft

IRB

54 result(s) found...1 - 10

Select a Study	Study Status	Review Board	IRB Number	IRB Expiration	Study Title	Principal investigator
					Study Alias	
<input checked="" type="checkbox"/>	Exempt - limited IRB review	IRB	H-31000		Testing	
	Closed - Ceded Review	IRB	H-37307		2-18-2011-	Administrator
					INTERFACE TESTING OF 'IRB-' APPENDING TO IRB STATUSES IN VELOSCT	
	Draft	IRB	H-38072			
	Draft	IRB	H-36572			
	Draft	IRB	H-44153			
	Draft	IRB	H-34575			
	Inactive - Administratively Closed	IRB	H-35910		Dummy Expedited/Full Board 6-22-2022	Administrator
	Draft	IRB	H-38079		Chart Reviews 8/17/2018	Administrator
	Draft	IRB	H-36594		Chart Reviews 8/17/2018	Administrator
					Exempt Study 6/7/2017	
					Exempt Study 6/7/2017	Administrator
					testcs1027title	

54 result(s) found...

1 - 10

You can use the “Search” box to locate the study. Or you can just scroll down.

You can use the “Search” box to locate the study. Or you can just scroll down.

Once you locate the study, click on the “Select a Study” icon

This opens the study into the “Submissions” tab.

The screenshot shows the IRB submission interface. On the left, a table lists studies with columns for 'Select a Study', 'Study Status', and 'Review Board'. The 'Study Status' column includes options like 'Exempt - limited IRB review', 'Closed - Ceded Review', 'Draft', and 'Inactive - Administratively Closed'. A yellow callout box is overlaid on the right side of the interface, containing the text: 'Click on “Start a New Submission” icon that corresponds to the “Change Request and Amendments” - blue arrow'. An orange arrow points from the 'Change Request and Amendments' row in the 'Available Forms' table to the 'Version List' column. A blue arrow points from the 'Start a new Submission' icon in the 'Start a new Submission' column to the 'Change Request and Amendments' row.

**Click on “Start a New Submission” icon that corresponds to the “Change Request and Amendments” - blue arrow**

- NOTE: You should not create a new “Change Request and Amendments” submission form while another “Change Request and Amendments” form is still pending IRB review. To check if you already have one pending IRB review or one that is still in draft form and can be used instead of creating a new one, click on the “Version List” icon (orange arrow)

This will bring you to the Change Request and Amendments form. This is section “1.0 Amendments Verification”. Depending on the study classification, this section might look different. Studies classified as exempt or ceded review will have additional questions in this section to determine if an amendment is needed. Answer these questions (if there are any) and follow what the resulting instructions tell you. If the instructions tell you that no amendment is needed, then just click on the “Back” button without saving and you’re done.

If the system tells you that an amendment is needed, or if there are no additional questions (i.e. non-exempt study), then click on the “Save and Continue to Next Section” button to proceed (green arrow).

My Workspaces

IRB Number: **H-31000**  
Study Nickname: 2-18-2011-  
PI: Administrator

Study Assistant

Change Request and Amendments - (Version 10.0)

Back

Print Friendly

Refresh Constant Fields

Save Section

Save and Continue to Next Section

Section view of the Form

Entire view of the Form

1.0 Amendments Verification

1.0

Amendments Verification

1.1 Study Information:

IRB Number:  
H-31000

Study Title:  
Testing

Principal Investigator:  
Administrator

IRB Study Classification:  
Exempt



This will bring you to section “2.0 Amendment Information”. Depending on the study classification, this section might look different. Complete question 2.3 “Amendment Description”. Make sure you click on “Save Section” every time you update this section; otherwise, you will lose your work.

Next, you need to answer 3 questions about whether you will be making changes to the Study Application, adding or revising one or more consent forms, and/or adding or revising one or more study documents. If you answer “Yes” to any of these 3 questions, the appropriate section will be included in the next section. Complete these questions and then click on “Save and Continue to Next Section” (green arrow) to save and proceed.

My Workspaces

IRB Number: H-31000  
Study Nickname: 2-18-2011-  
PI: Administrator

Study Assistant

Change Request and Amendments - (Version 10.0)

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Section view of the Form

Entire view of the Form

1.0 Amendments Verification

2.0 Amendment Information

Print Friendly

Refresh Constant Fields

Save Section

Save and Continue to Next Section

2.2 Amendments to exempt research are only required when the change(s) could potentially impact the exempt determination or when the change could alter IRB determinations (e.g., changes to any of the following: funding, confidentiality, recruitment, use of PHI, and retention for extra use). For more information, click [here](#).

2.3 NOTE: You cannot submit multiple "Change Request and Amendments" forms (this form) at the same time. If you already have another "Change Request and Amendment" form pending IRB review, you need to wait until it has been approved by the IRB before creating a new "Change Request and Amendments" form (this form).

Amendment Description:

Please summarize the proposed changes for this amendment below. Make sure to explain:

- Describe why each change proposed is necessary (scientific or operational rationale); and
- Identify the materials (INSPIR application, data collection forms, etc.) that are affected by the changes and describe the changes made (e.g., "application Section 16.2 Confidentiality was updated...." or "Focus Group Guide Version 1.0 was modified..."); and
- If the study has an exempt information sheet(s), outline the revisions made to the exempt information sheet(s) to reflect the changes, or explain why revisions to the information sheet(s) are not needed.

(Make sure you click on the "Save Section" button to save your answer)

The above amendment description becomes the cover sheet for the amendment outcome letter. A cover sheet summarizes the changes made to the study application and/or attached documents. IT IS RARELY SUFFICIENT to input your proposed changes in an amendment form and leave your underlying application or other materials untouched. Please indicate which materials require revisions:

1) Do these changes require revisions to the application? [NOTE: Nearly ALL amendments require amending the application to document the changes.]

☐ Yes ☐ No

2) If your currently-approved Exempt Information Sheet(s) is attached in the Informed Consent section, do the changes in this amendment require revisions to this form? Or, do these changes require the addition of a new Exempt Information Sheet(s)? (Note: Please answer No if the final version of your Exempt Information Sheet(s) is attached in the Other Study Documents section and instead click on the "Save and Continue to Next Section" button to proceed to the next question if it requires revisions)

☐ Yes ☐ No

3) Do these changes require revisions to any other study documents (protocol, survey, recruitment scripts, exempt information sheet, etc.) or the addition of new documents? Changes are expected to be reflected in all applicable parts of a submission.

☐ Yes ☐ No

If you wanted to make changes to the Study Application and therefore you have answered “Yes” to question # 1) in the previous section, you should have question “3.1 Changes to the Application” visible.

My Workspaces ▾ IRB Number: **H-31000**  
Study Nickname: 2-18-2011-  
PI: Administrator Study Assistant

Change Request and Amendments - (Version 10.0) [Back](#)

[Print Friendly](#) [Refresh Constant Fields](#) [Save Section](#) [Save and Continue to Next Section](#)


Section view of the Form Entire view of the Form

1.0 Amendments Verification  
2.0 Amendment Information  
3.0 Changes to Study Application, Consent Form(s), or Study Document(s)

### 3.0 Changes to Study Application, Consent Form(s), or Study Document(s)

#### 3.1 Changes to the Application

Use this section to amend the Study Application if this amendment requires a change to the application list. Then click on “Add Revision” to create a new version of the application. Once Attachments”.

 [Click here to attach the application.](#)

No Application has been associated with this submission.

To make changes to the Study Application, click on this grey bottom to create a revision of the Study Application and attach it.

If no changes will be made to the Study Application, you should not have this question. In this case, skip to page # 14.

The system will open the “Attaching Study Application” popup.

Account: Administrator  
Department: BMC/BUMC - MED - Institutional Review Board  
Path: Home > study mgmt. > change request list

My Workspaces | IRB Numbers: H-31000 | Study Alias: 2-18-2011- | PI: Administrator | Study | Change Request and Amendments - (Version 9.0) | Back

Print Friendly | Refresh Constant Fields | Save Section | Save and Continue to Next Section

Section view of the Form | Entire view of the Form

1.0 Amendment Information  
2.0 Changes to Study Application, Consent Form(s), or Study Document(s)

2.1 Changes to the Application

Use this section to amend the Study Application if this below to go to the application list. Then click on "Add Application".

Click here to attach the application.

No Application has been associated with this submission.

2.2 Add/Modify a Consent Form

- To revise an existing consent form, click on the "Add" button.
- To create a new consent form, click on the "Add" button.

Select or Revise Existing

Detach	Version	Sponsor Version	TRB
No Consent(s) have been attached to this form.			

2.3 Add/Modify a Study Attachment

**Attaching Study Application**

Select the application that you would like to attach and then click Save Attachment

Save Attachment

Select	Show Rev.	Edit/View	Form Name	Approved	Create a Revised Application
Already Submitted			Study Application (Version 1.6)	Yes	

Add Revision

You will get a popup. Click on “Add Revision” to create a new revision and make changes to it.

Note: If you don't see “Add Revision” on the right, this means that a revision was already created, and you can use that one to make your changes. In that case, you would click on the “Edit/View” icon and skip to page # 10.

Account: Administrator  
Department: BMC/BUMC - MED - Institutional Review Board  
Path: Home > study mgmt. > change request list

HelpMy ProfileLog out

Study Numbers: H-31000  
Study Alias: 2-18-2011  
Administrator

Study

Change Request and Amendments - (Version 9.0)

Back

Print FriendlyRefresh Constant FieldsSave SectionSave and Continue to Next Section

Entire view of the Form

2.0 Changes to Study Application, Consent Form(s), or Study Document(s)

2.1 Changes to the Application

Use this section to amend the Study Application if this below to go to the application list. Then click on "Add Application".

Click here to attach the application.

No Application has been associated with this submission.

2.2 Add/Modify a Consent Form

- To revise an existing consent form, click on the "Revisions" tab. Be sure to "check-in" the revised consent form.
- To create a new consent form, click on the "Add New Consent Form" button.

Select or Revise Existing

Detach	Version	Sponsor Version	TRB
No Consent(s) have been attached to this form.			

2.3 Add/Modify a Study Attachment

To upload a new document, click on the "Add New Document" button. If the document you wish to upload is already listed below, you can click on the "Edit" button to make your changes.

Select or Revise Existing

Detach	Version
No Document(s) have been attached to this form.	

Attaching Study Application

Select the application that you would like to attach and then click Save Attachment

Save Attachment

Select	Show Rev.	Edit/View	Form Name	Approved	Create a Revised Application
Already Submitted				Yes	Add Revision

Confirm the adding a revision.

Are you sure you want to create a revision?

CONFIRMCANCEL

the application, click on the grey button "Save Attachments".

ick-out" the document to make your

Consent OutcomeView Document

Click "Confirm" to proceed. The system will create a revision (read-write copy) of the Study Application and open it for editing.

Note: Every few months or as needed, the IRB adds new questions to the Study Application and publishes it. The “Convert to the New Form Version” is the system’s way to bring your Study Application up to the most recent version.

The screenshot shows the Boston University Medical Campus IRB system interface. At the top, the header includes the university logo, account information (Administrator), department (BMC/BUMC - MED - Institutional Review Board), and a breadcrumb path (Home > study mgmt. > change request list > change request). Below the header, there are navigation tabs for 'My Workspaces' and 'Study Application (Version 1.7)'. A sidebar on the left lists various sections of the application, including 'General Information', 'Confidentiality', 'HIPAA Compliance', 'Cost/Payment', 'Biological Sample Collection', 'Drugs or Biological Agents', 'Devices', 'Retention of Samples or Data', and 'Study Attachments'. The main content area displays a 'New Form Version has been published' popup. The popup contains an information icon, a message stating that a new version of the Study Application Form has been published, and instructions to click the 'Convert to the New Form Version' button. A green arrow points to the 'Convert to New Form Version' button at the bottom of the popup. A yellow callout box on the left explains that if the popup is not seen, the user is already in the newest form version and should skip to page 12. Another yellow callout box at the bottom explains that if the popup is seen, the user needs to convert to the newly published form and click the 'Convert to New Form version' button to close the popup and continue to the next page.

Account: Administrator  
Department: BMC/BUMC - MED - Institutional Review Board  
Path: Home > study mgmt. > change request list > change request

My Workspaces | IRB Number: H-31000 | Study Alias: 2-18-2011- | PI: Administrator | Study Application (Version 1.7) | Back

Print Friendly | Convert to the New Form Version | Save Section | Save and Continue to Next Section

Section view of Application | Entire view of the Application

1.0 General Information  
2.0 ...  
16.0 Confidentiality  
17.0 HIPAA Compliance  
18.0 Cost/Payment  
19.0 Biological Sample Collection  
20.0 Drugs or Biological Agents  
21.0 Devices  
22.0 Retention of Samples or Data  
23.0 Study Attachments

**New Form Version has been published**

**i** A new version of the Study Application Form ( Study Application ) has been published.  
Please click on the Convert to the New Form Version button.  
New Sections and Questions may be present on this form so please click through each section to verify that the application is complete.

Convert to New Form Version

If you don't get this popup, then you are already in the newest form version.  
Please skip to page # 12.

If you do get this popup, then you will need to convert to the newly published Study Application form:

Click “Convert to New Form version” to close the popup (green arrow) and convert to the newly published Study Application form. Continue to the next page.

This page only applies if you need to convert to the newly published Study Application form.

Account: Administrator  
Department: BMC/BJMC - MED - Institutional Review Board  
Path: Home > study mgmt. > change request list > change request

IRB Number: **H-31000**  
Study Alias: 2-18-2011-  
PI: Administrator

My Workspaces

Study Application (Version 1.7)

Print Friendly Save Section Save and Continue to Next Section

Section view of Application Entire view of the Application

23.0 Study Attachments

23.1 Attach here any remaining study documents that you have not attached in previous sections.

Select or Revise Existing Add a New Document Add Multiple Documents

Detach	Version	Sponsor Version	Title	Category	Expiration Date	Document Outcome	View Document
No Document(s) have been attached to this form.							

The system will start converting to the new form section by section. If a section has a new question that is required, the system will stop there and hide all subsequent sections until you answer the new question. Don't worry, nothing is lost in these hidden sections!

1- Start clicking "Save and Continue to the Next Section" until all relevant sections reappear and you have answered all new questions (you can also make some or all your amendment's changes along the way).

Account: Administrator

Department: BMC/BUMC - MED - Institutional Review Board

Path: Home > study mgmt. > change request list > change request

?

Help

My Profile

Log out

BOSTON UNIVERSITY

BOSTON MEDICAL CAMPUS

SEATTLE

BOSTON MEDICAL CENTER

EXCEPTIONAL CARE WITHOUT EXCEPTION

My Workspaces

IRB Number: H-31000

Study Alias: 2-18-2011-

PI: Administrator

Study

Study Application (Version 1.7)

Back

Print Friendly

Save Section

Save and Continue to Next Section

Section view of Application

Entire view of the Application

1.0 General Information

2.0 Setup Department(s) Access

3.0 Grant Key Personnel access to the study

4.0 Review Path Determination

5.0 Required Training and Conflict of Interest

6.0 Funding Source

7.0 Study Summary

8.0 Navigation Menu

9.0 Study Site Information

10.0 Purpose

11.0 Subjects

12.0 Design/Procedure

13.0 Risks & Benefits & Justification for Approval

14.0 Data & Safety Monitoring

15.0 Consent Procedures

16.0 Privacy and Confidentiality

17.0 HIPAA Compliance

18.0 Cost/Payment

19.0 Biological Sample Collection

20.0 Drugs or Biological Agents

21.0 Devices

22.0 Retention of Samples or Data

23.0 Study Attachments

23.0 Study Attachments

23.1 Attach here any remaining study documents that you have not attached in previous sections.

Select or Revise Existing

Add a New Document

Add Multiple Documents

Detach	Version	Sponsor Version	Title	Category	Expiration Date	Document Outcome	View Document
No Document(s) have been attached to this form.							

Please note: this is just an example. Your screen will look different depending on the type of your study. And depending on the branching, you will see less or more sections on the left.

We recommend that you always visit the last section “Review For Completeness” to verify that the Study Application is complete

Click on any section on the left (orange arrow), to jump to that section and make your changes. Once you made all your changes to the application and you have saved all the changed sections and the Study Application is complete, keep clicking “Save and Continue to Next Section” (green arrow) until the system automatically takes you back to the “Change Request and Amendments form” page (next slide)

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The system automatically takes you back to the “Change Request and Amendments form” page and attach the revised Study Application to the amendment’s submission components (assuming the Study Application was completed).

My Workspaces IRB Number: **H-31000**  
Study Nickname: 2-18-2011-  
PI: Administrator Study Assistant

Change Request and Amendments - (Version 10.0) Back

Print Friendly Refresh Constant Fields Save Section Save and Continue to Next Section

Section view of the Form Entire view of the Form

1.0 Amendments Verification  
2.0 Amendment Information  
3.0 Changes to Study Application, Consent Form(s), or Study Document(s)

**3.0 Changes to Study Application, Consent Form(s), or Study Document(s)**

**3.1 Changes to the Application**

Use this section to amend the Study Application if this amendment requires a change to the Study application list. Then click on "Add Revision" to create a new version of the application. Once you click on "Add Revision", you will be taken to the "Add Revision" form.

Deattach	Revise/ Attach	Edit/ View	Title
			Study Application (Version 1.7)

If the new revision of the Study Application was completed, it should now appear (be attached) here in the amendment. If you want to make more changes to the Study application, you can now access this version from this form by clicking on the “Edit/View” icon.

If you wanted to add a new consent form or revise one or more of the existing consent forms and therefore you have answered “Yes” to question # 2) in the previous section 2.0, you should have question “3.2 Add/Modify a Consent Form” visible.

If you need to make changes to the consent form(s), click on the “Select/Revise Existing” button. If you need to add a new consent form, click on the “Add a New Consent” button. Click on one of the links below for instructions on how to:

[-Revise a consent form](#)

[-Add a new consent Form](#)

### 3.2 Add/Modify a Consent Form

- To revise an existing consent form, click here (<https://www.mc.bu.edu/irb/files/2016/10/How-to-revise-an-existing-Consent-Form.pdf>) and follow the instructions on revising an existing consent form. You must submit revisions to existing consents as a revision - do not submit revisions as new consents. Failure to submit as a revision may result in the amendment being returned to you.
- To create/add a new consent form, click here (<https://www.mc.bu.edu/irb/files/2016/10/How-to-Add-a-New-Consent-Form.pdf>) and follow the instructions on adding/creating a new consent form.
- If the consent needs to be stamped by our IRB, please submit all new or revised consent forms as CLEAN (no track changes/comments) Word documents.



Select or Revise Existing

Add a New Consent

Detach	Version	Sponsor Version	Title	Category	Language	Expiration Date	Consent Outcome	View Document
No Consent(s) have been attached to this form.								

If you are not adding or revising any study documents, you should not have this question. In this case, skip to the next page.

If you wanted to add a new study document or revise one or more of the existing documents and therefore you have answered “Yes” to question # 3 in the previous section 2.0, you should have question “3.3 Add/Modify a Study Attachment” visible.

If you need to make changes to the consent form(s), click on the “Select/Revise Existing” button. If you need to add a new consent form, click on the “Add a New Document” button. Click on one of the links below for instructions on how to:

[-Revise an existing document](#)

[-Add a new document](#)

**3.3 Add/Modify a Study Attachment**

• To revise an existing study document, click here (<https://www.bumc.bu.edu/irb/files/2016/10/How-to-revise-an-existing-Study-Document.pdf>) and follow the instructions on revising an existing study document. You must submit revisions to existing study documents as a revision - do not submit revisions as new study documents. Failure to submit as a revision may result in the amendment being returned to you.

• To add a new study document, click here (<https://www.bumc.bu.edu/irb/files/2016/10/How-to-Add-a-New-Study-Document.pdf>) and follow the instructions on adding a new study document.

• Please submit revised documents as CLEAN (no track changes/comments) Word documents. If a revised study document is provided in a non-editable format (such as a pdf), you must submit an additional document with each change to the document tracked in comparison to the already-approved version ("redlined") or a comprehensive "summary of changes" document must be attached.

**Select or Revise Existing** **Add a New Document** **Add Multiple Documents**

Detach	Version	Sponsor Version	Title	Category	Expiration Date	Document Outcome	View Document
No Document(s) have been attached to this form.							

If you are not adding or revising any study documents, you should not have this question. In this case, skip to the next page.

My Workspaces

IRB Number: **H-31000**

Study Nickname: 2-18-2011-PI: Administrator

Study Assistant

Change Request and Amendments - (Version 10.0)

Back

Print Friendly

Refresh Constant Fields

Save Section

Save and Continue to Next Section

Section view of the Form

Entire view of the Form

1.0 Amendments Verification

2.0 Amendment Information

3.0 Changes to Study Application, Consent Form(s), or Study Document(s)

3.0 Changes to Study Application, Consent Form(s), or Study Document(s)

3.1 Changes to the Application

Use this section to amend the Study Application if this amendment requires a change to the Study Application. To revise the application, click on the grey button below to go to the application list. Then click on "Add Revision" to create a new version of the application. Once you are done modifying the application, attach it to this submission by clicking on "Save Attachments".

Detach	Revise/Attach	Edit/View	Title
X			Study Application (Version 1.7)

3.2 Add/Modify a Consent Form

- To revise an existing consent form, click here (<https://www.bumc.bu.edu/irb/files/2016/10/How-to-revise-an-existing-Consent-Form.pdf>) and follow the instructions on revising an existing consent form. You must submit revisions to existing consents as a revision - do not submit revisions as new consents. Failure to submit as a revision may result in the amendment being returned to you.
- To create/add a new consent form, click here (<https://www.bumc.bu.edu/irb/files/2016/10/How-to-Add-a-New-Consent-Form.pdf>) and follow the instructions on adding/creating a new consent form.
- If the consent form needs to be stamped by our IRB, please submit all new or revised consent forms as CLEAN (no track changes/comments) Word documents.

Select or Revise Existing

Add a New Consent

Detach	Version	Sponsor Version	Title	Category	Language	Expiration Date	Consent Outcome	View Document
X	1.0		Adult Consent Form Template	Adult Consent	English			1.11 MB

3.3 Add/Modify a Study Attachment

- To revise an existing study document, click here (<https://www.bumc.bu.edu/irb/files/2016/10/How-to-revise-an-existing-Study-Document.pdf>) and follow the instructions on revising an existing study document. You must submit revisions to existing study documents as a revision - do not submit revisions as new study documents. Failure to submit as a revision may result in the amendment being returned to you.
- To add a new study document, click here (<https://www.bumc.bu.edu/irb/files/2016/10/How-to-Add-a-New-Study-Document.pdf>) and follow the instructions on adding/creating a new study document.
- Please submit all revised documents as CLEAN (no track changes/comments) Word documents. If a revised study document is provided in a non-editable format (such as a pdf), your comparison to the already-approved version ("redlined") or a comprehensive "summary of changes" document must be attached.

Select or Revise Existing

Add a New Document

Add Multiple Documents

Detach	Version	Sponsor Version	Title	Category
X	1.0		Recruitment Materials _Adolescents	Recruitment/Advertising

When you're done with the amendment, click on "Save and Continue to Next section" to close this form and/or send it to the PI for sign off.

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The screenshot shows the IRB system interface. At the top, there's a header with 'My Workspaces', 'IRB Number: H-31000', 'Study Nickname: 2-18-2011-PI: Administrator', 'Study Assistant', and 'Change Request and Amendments - (Version 10.0)'. On the right, there are buttons for 'Print Friendly' and 'Signoff and Submit'. Below the header, there's a sidebar with 'Section view of the Form' and 'Entire view of the Form' tabs. The 'Section view of the Form' tab is active, showing a list of sections: 1.0 Amendments Verification, 2.0 Amendment Information, and 3.0 Changes to Application Form(s), Document(s) ... A blue arrow points from the 'Amendment Information' section to a yellow callout box. The main content area has a teal banner that says 'Form has been Completed!' followed by the text 'Grant Key Personnel access to the study'. Below this, there are two buttons: 'Signoff and Submit' and 'Exit Form'. A blue arrow points from the 'Signoff and Submit' button to a yellow callout box. Another blue arrow points from the 'Exit Form' button to a yellow callout box.

My Workspaces IRB Number: **H-31000** Study Nickname: 2-18-2011-PI: Administrator Study Assistant Change Request and Amendments - (Version 10.0) Back

Print Friendly Signoff and Submit

Section view of the Form Entire view of the Form

1.0 Amendments Verification  
2.0 Amendment Information  
3.0 Changes to Application Form(s), Document(s) ...

**Form has been Completed!**  
Grant Key Personnel access to the study

Signoff and Submit  
Exit Form

If you want to go back into the amendment, click on “Amendment Information”.

Click on “Signoff and Submit” or “Notify PI for Signoff” if you’re ready to submit to the IRB.

Click on “Exit Form” to exit this form and come back later.