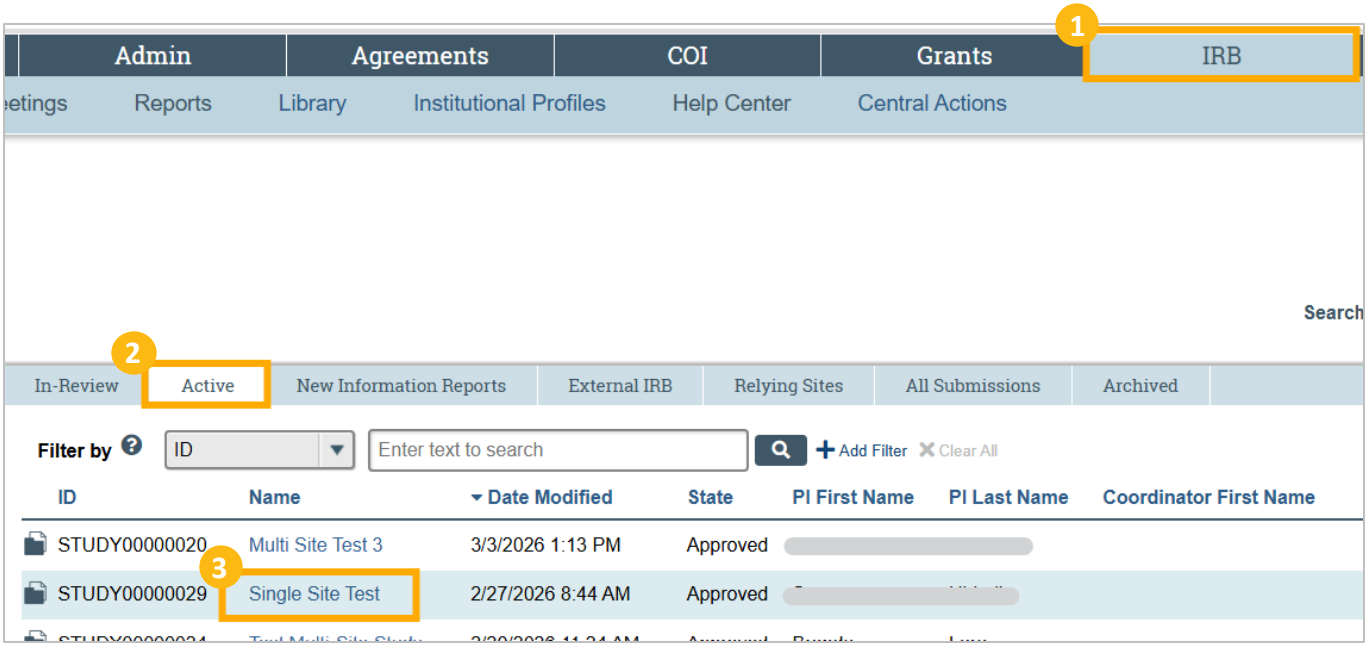
Create and Submit a Modification

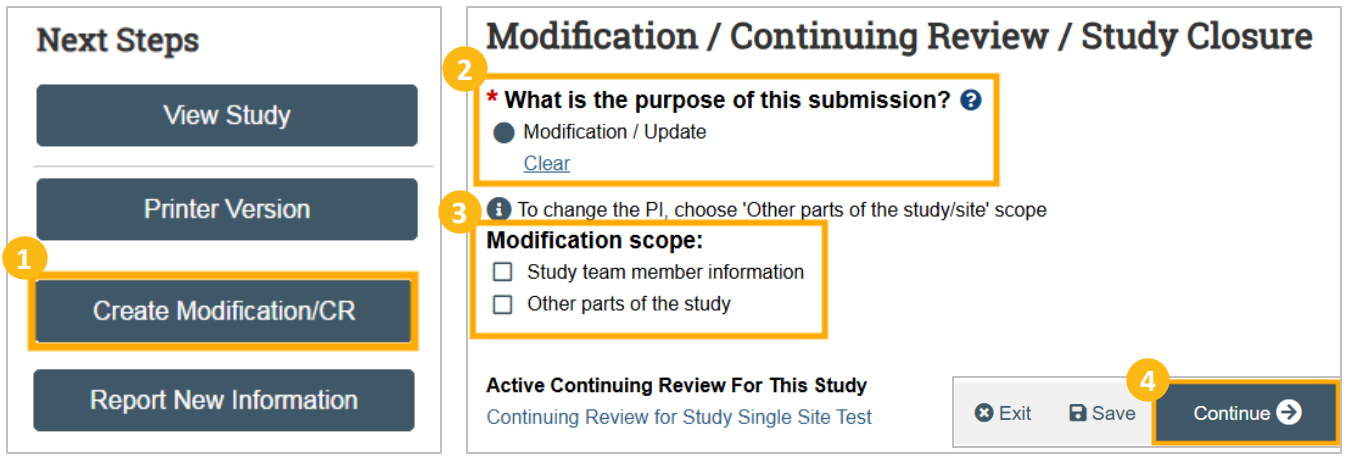
This guide demonstrates how to create and submit a modification for a study.

1. **Start by opening the active study by clicking the IRB tab, then the study name.**

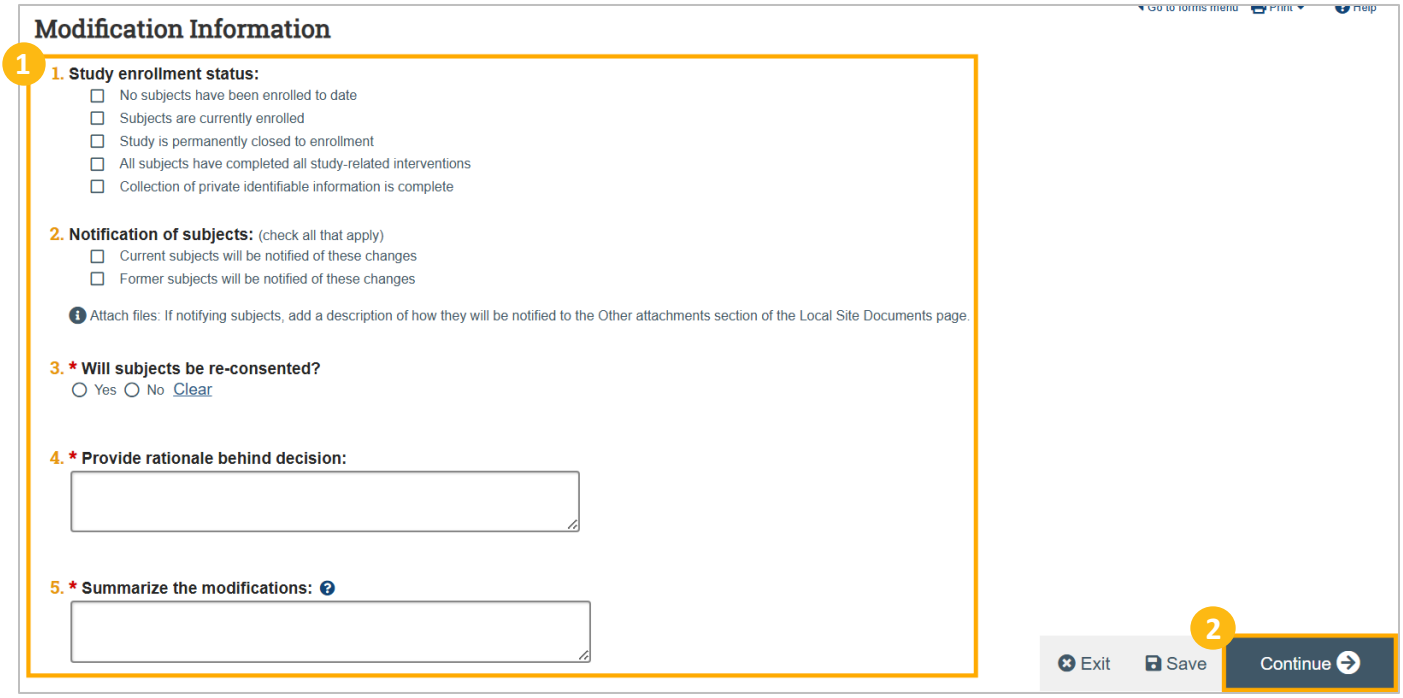


2. **From the study workspace, click the Create Modification/CR button. For the question, "What is the purpose of this submission?" select Modification/Update. Under the Modification Scope, select which parts of the study you would like to modify, then click Continue.**

   Note: If you have already submitted a modification, you must wait for its review to be complete before you can submit a modification of the same type.



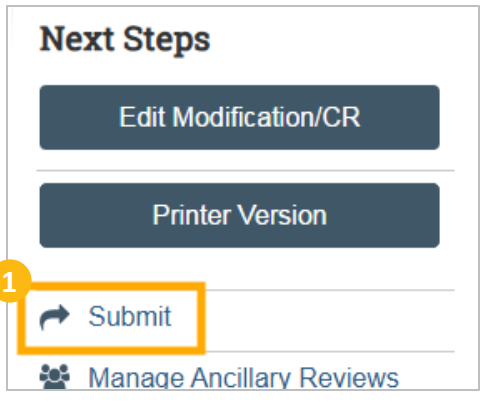
3. Fill out the Modification Information page, then click Continue.

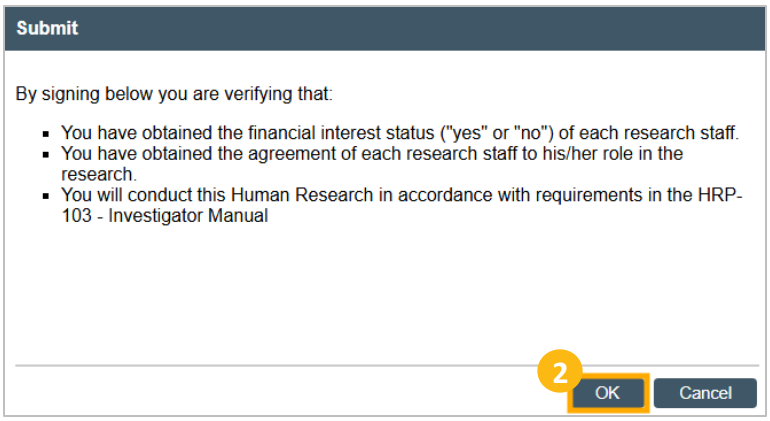


4. Additional pages will appear at this time depending on the answer you previously selected for modification scope. Make your modifications, then click Finish.

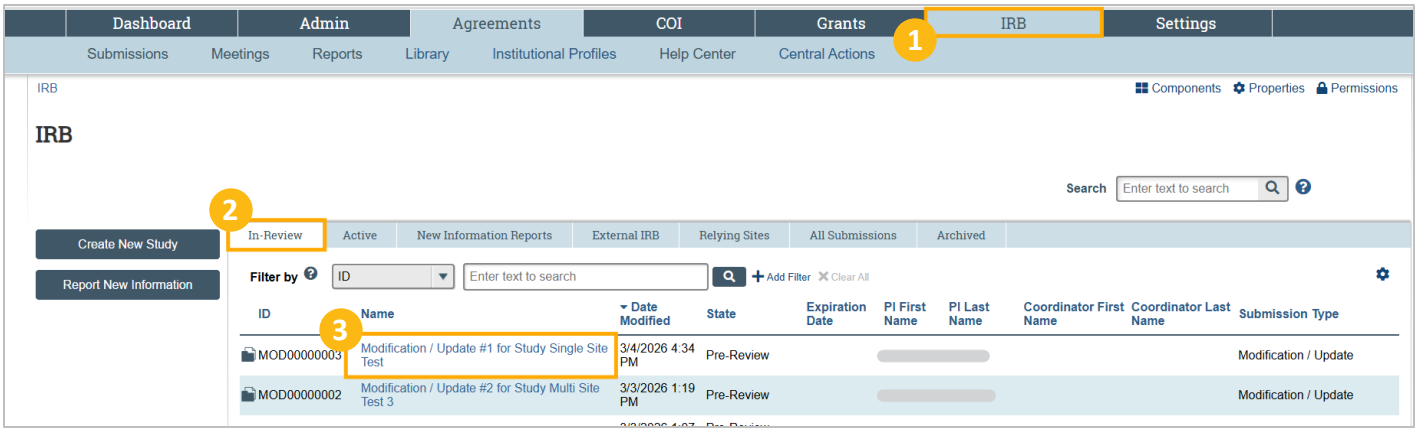


5. You are now taken to the modification workspace. Click Submit, then click OK to the verification statement.

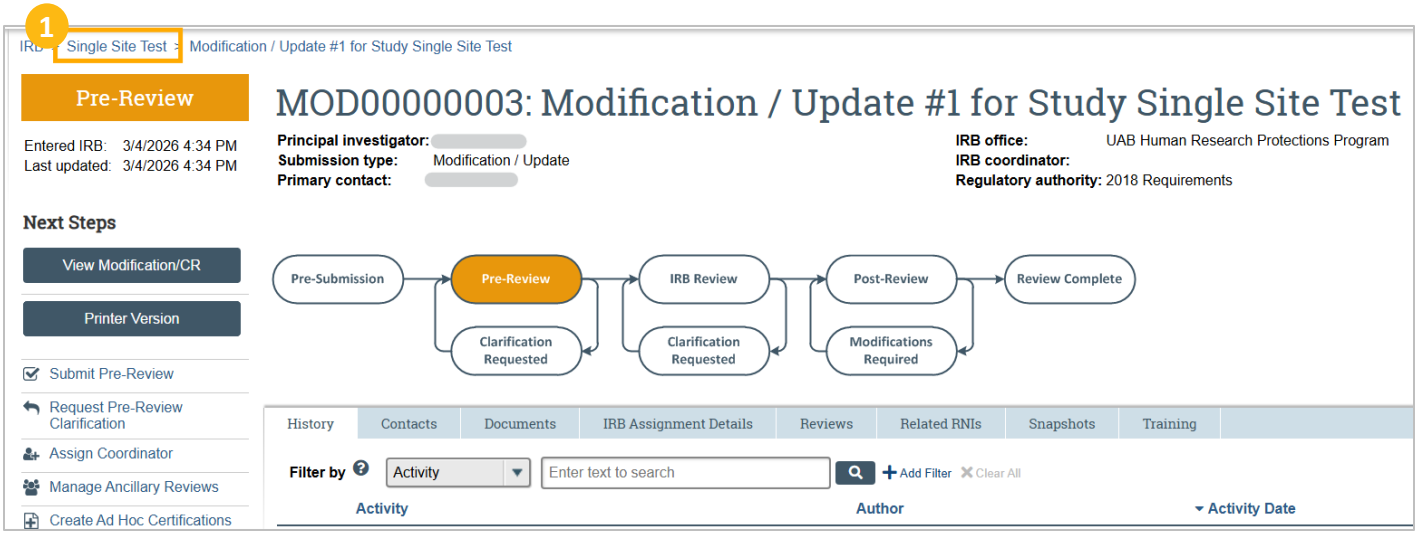


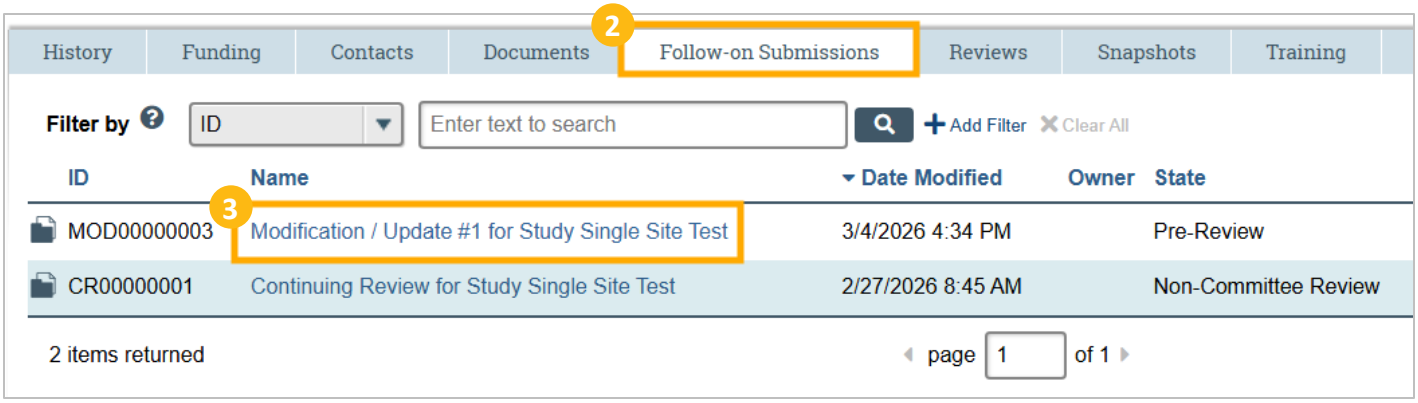


6. **The modification has successfully been submitted and is now in the Pre-Review state. To find the modification after it has been submitted, click the IRB tab, then select the In Review tab. Click on the name of the modification to open it.**



7. **Use the breadcrumb trail at the top to return to the original study, then click on the Follow-On Submissions tab to view the modification you just made. Note: If you try to modify the study now, you will only be able to modify the areas that you did not just modify. This is because the modification you just submitted is active.**





You have now completed the process of creating and submitting a modification.