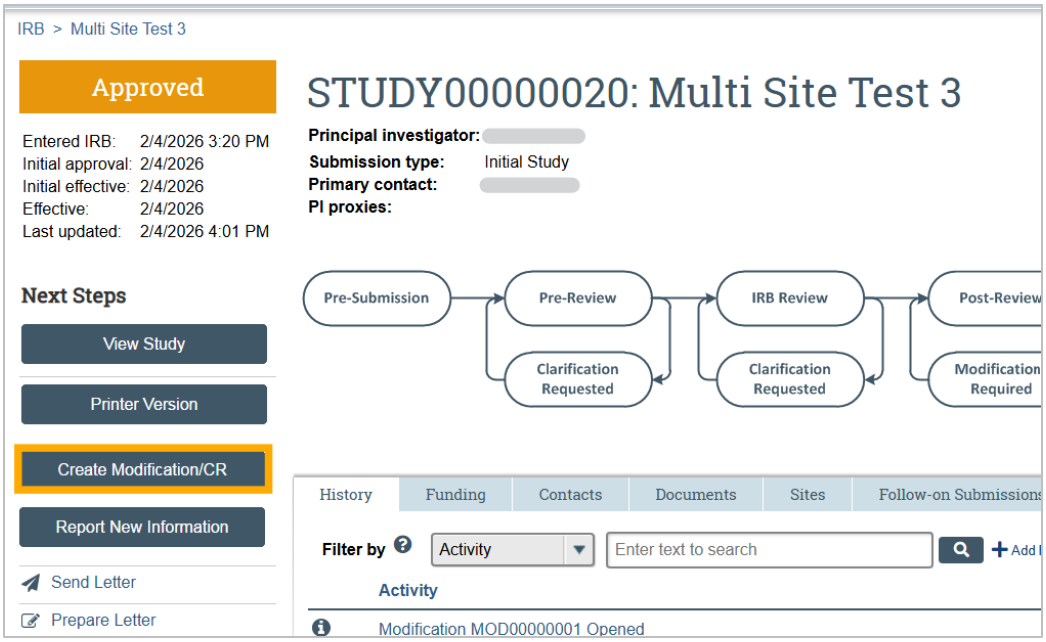
Modify a Study Site

This guide explains how to modify a study site as part of a multi-site study. There are two types of site modifications: Study team and research location modifications and modifications to other parts of a site. The study team or research location modification only requires local IRB approval, whereas other parts of the study modification require sIRB approval.

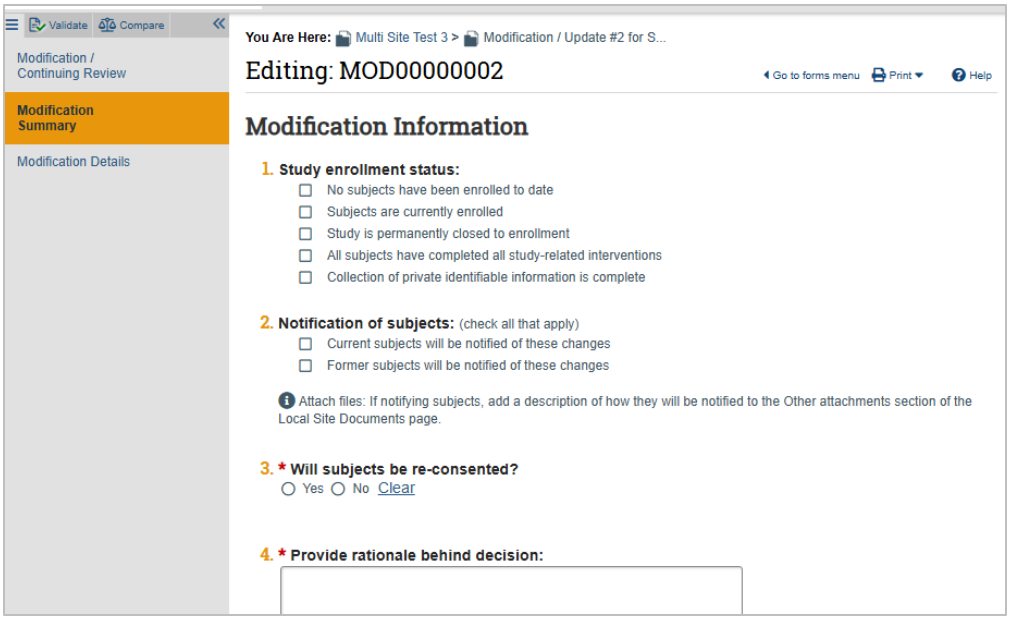
1. **To create a modification, start on the study site and select Create Modification/CR.**



2. **On the Creating New: IRB Submission form, select Modification/Update for "What is the purpose of the submission?", select the modification scope, then click Continue.**



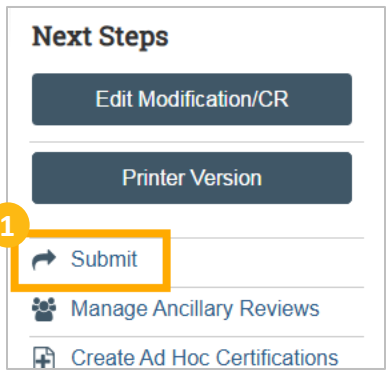
3. **Additional fields will appear based on the modification scope you selected. Complete the modification information page.**

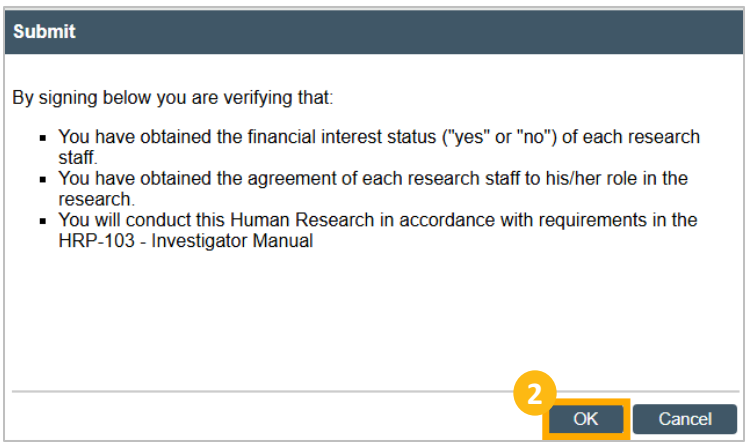


4. **To make the change to site submission, navigate to the relevant page and make the required updates. Once complete, click Save and Exit.**



5. **You will be returned to the study site workspace, once you are there, click Submit, then click OK.**





The modification will move to the Pre-Review state. If you want to find the modification from the site submission workspace, click the Follow-On Submissions tab.

