



# How to update a study with an “active” status

If your study that was migrated and now has an “active” status or if you selected “multisite/collaborative” and an external IRB is reviewing your study:

**Active**

Entered IRB: 7/9/2019 5:00 AM  
Last updated: 2/20/2020 12:50 PM

To seek IRB approval for changes to the the basic site information, study team members, additional local funding sources and/or local site document pages, click on “Create Site Modification”

**Next Steps**

- View Site
- Printer Version
- Create Site Modification**
- Update Study Details
- Report New Information

After clicking this option, follow these steps:

1. If you are modifying only team members, select “study team and research location information” under “modification scope”. If you are also changing other parts of the submission, check on “other parts of the site”.



Validation Compare

You Are Here: WIRB - > Modification / Update #1 for ...

## Editing: SITEMOD001-IRB00

### Modification

\* What is the purpose of this submission? ?

Modification / Update

*i* To change the PI, choose 'Other parts of the study/site' scope

**Modification scope:**

Study team and research location information

Other parts of the site

Active Modification For This Study

2. Provide information about current enrollment status. In addition, summarize what you are modifying.

Validation Compare

You Are Here: WIRB - > Modification / Update #1 for ...

## Editing: SITEMOD001-IRB0

### 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

*i* Attach files: If notifying subjects, add a description of how they will be notified to the
- 3. \* Summarize the modifications: ?**

3. Under “modification details” you will be able to go to your current submission and make the changes you need under the Basic Site information, Additional Local Funding Sources or Local Site Documents. For other changes, you need to submit an “Update Study” submission (see next section). Note that the Basic Site Information was also modified with the “Update Study” submission.



Validate Compare

**Basic Site Information**

Additional Local Funding Sources

Local Site Documents

You Are Here: WIRB - .

## Editing: IRB00

### Basic Local Site Information

1. \* Local principal investigator: ?

2. \* Does the local investigator have a financial interest related to this  
 Yes  No [Clear](#)

3. \* Brief description of activities this site will perform: (enter 'ALL' if this s

4. Your PI or PI proxi can submit the modification.

My Inbox Facilities

Submissions Meetings Reports Library Help Center

**Pre-Submission**

Last updated: 2/20/2020 1:04 PM

**Next Steps**

Edit Modification

Printer Version

Submit

Manage Ancillary Reviews

Add Comment

Discard

View CITI Training

(IRB - SITE Mod)

**SITEMOD001-IRB00**

Principal investigator: .

Submission type: Modification / Update

Primary contact:

Institution: Western IRB

```

graph LR
    A[Pre-Submission] --> B[Pre-Review]
    B --> C[Clarification Requested]
    C --> B
    B --> D[Review]
  
```

History Contacts Documents Review

Filter by ? Activity



You may update documents using the “Update Study Details” option. This does not represent Emory IRB Approval and you should use this function only after the external IRB has approved these changes you are about to submit. Make sure you include external IRB approval letters to the changes submitted. To update your study after the external IRB has approved changes to your study, follow these steps:

1. Click on “Update Study Details”

**Active**

Entered IRB: 7/9/2019 5:00 AM  
Last updated: 2/20/2020 12:50 PM

**Next Steps**

- View Site
- Printer Version
- Create Site Modification
- Update Study Details**
- Report New Information

Assign Primary Contact

**IRB00**

**Principal investigator:**  
**Lead principal investigator:**  
**Submission type:** IRB Site  
**Primary contact:**  
**PI proxies:**  
**PI proxies (Lead site):**  
**Institution:** Western

Pre-Submission → Pre-Review  
Clarification Request

History | Funding | Contact

Filter by Activity

2. Describe all the changes you are submitting:

**Study Update Information**

You Are Here: CIRB: > \_IRBSubmission

## Creating New IRB Submission

### Study Update Information

1. \* Summarize the updates:

[Text area for summarizing updates]



3. Update the information accordingly. With this submission, you can make changes to the basic study information, external IRB, study funding sources, study scope (and drug/device pages if selected), and study-related document sections of the smart form.



4. After all the changes are made, click finish and you will be taken back to the current MODs window. **Click “finalize submission”**. **You do not need any action from the IRB to finalize the submission.**

**Updating Study**

Last updated: 2/21/2020 11:07 PM

**Next Steps**

- Edit Study Details
- Printer Version
- Finalize Updates**
- Manage Ancillary Reviews
- Add Comment
- Discard

View CITI Training

**SITEMOD001-**

Principal investigator:  
Submission type: Study Update  
Primary contact:

**Updating Study**

History Documents Revi

Filter by **Activity**

**Activity**

- + Minor Version Incremented



5. The submission will now read “Updates Finalized”. That ends this process.

**Updates Complete**

# SITEMOD001-

Last updated: 2/21/2020 11:10 PM

### Next Steps

[View Study Details](#)

[Printer Version](#)

[Manage Ancillary Reviews](#)

[Add Comment](#)

**Principal investigator:**

**Submission type:** Study Update

**Primary contact:**

Updating Study

History Documents Revi

Filter by ? Activity ▼