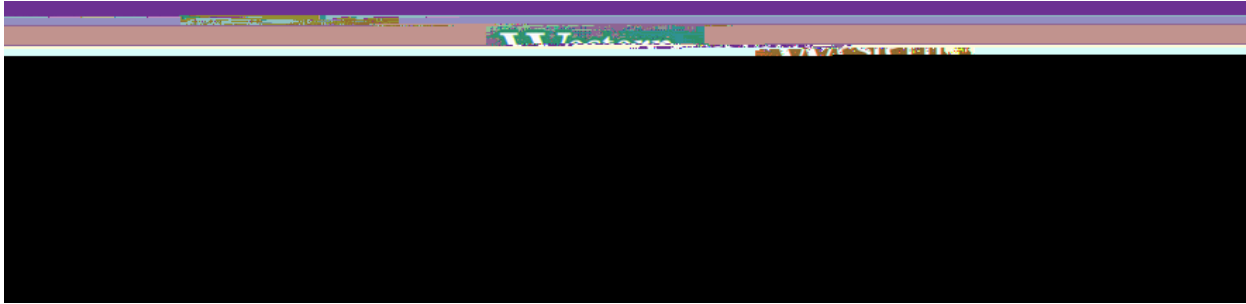
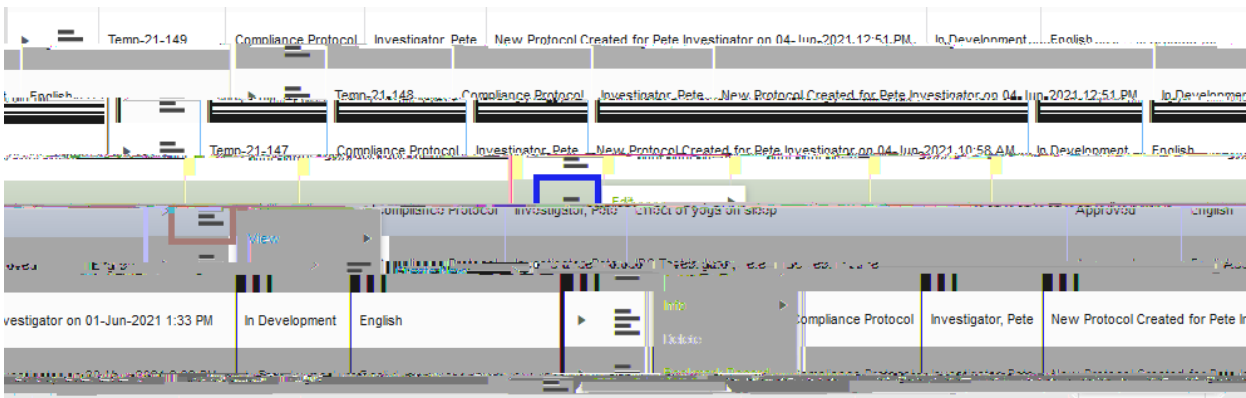


Submitting an Amendment/Modification to an Approved Project:

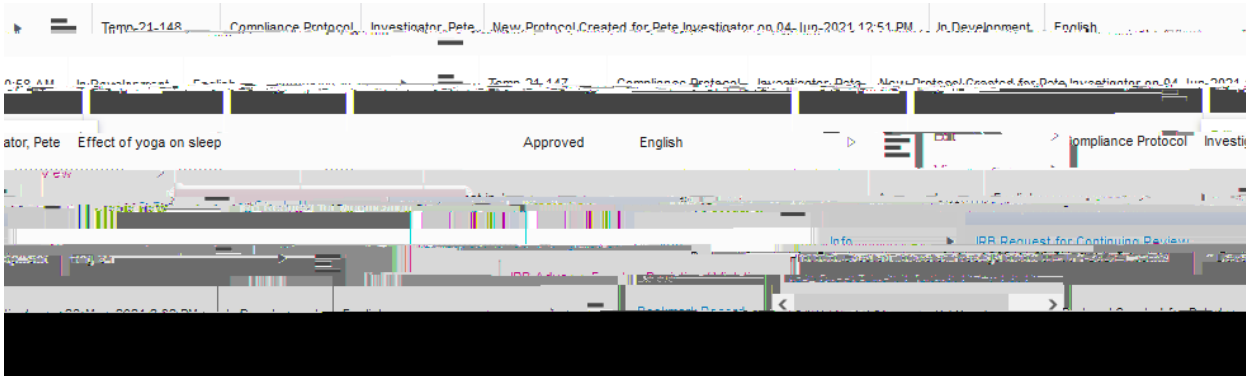
Login to InfoEd and select “Locate My Records” in the menu at the top.



All of the records that populate will be your protocols. Navigate to the protocol you wish to amend. Click the lined menu to the left of the record number.



From the menu, go to “Create New” and select “IRB Request for Modification.”



A new screen will populate. Your approved application populates with a modification section at the top. Make sure the form is unlocked. Complete the section at the top by checking the appropriate box for your modification. Briefly explain the modification in the box provided.

The screenshot shows a web-based form for modifying a research ethics application. At the top, the Western University logo is visible. The form is titled "MODIFICATION" and includes a "LOCKED" indicator. Below the title, there are several sections with checkboxes and text boxes:

- Changes** the intended use of data collected.
- Changes** the known potential conflicts of interests related to this research.
- Adds/deletes/modifies** participant population and recruitment.
- Changes** all the boxes that briefly explain the modification in the box below.
- Modifies** study procedures.
- Increases/modifies** risks to subjects enrolled in the study.
- Modifies** study confidentiality and safeguards.

On the right side of the form, there are several tabs or sections: ADMINISTRATION, RESEARCH PERSONNEL, UNAFFILIATED PERSONNEL, PROBABLE PERSONNEL, RISK AND, PRIVACY AND CONFIDENTIALITY, and EXTERNAL SITES. A "BENEFITS SECTION" is also visible on the left. The bottom of the form is partially obscured by a black bar.

Then go through your application and update the areas that are being modified. If you are adding more personnel, navigate to the personnel section and add the individual. If you are adding or updating a data collection instrument, navigate to that section of the application and add the new instrument. The same is true for deleting information. Anything you change will be captured by the system. The reviewer will see what the previous version of the application was, as well as all of your changes.

When you are finished with your edits, navigate to the very top of the form. Click the "Lock Form" box. Then click "Submit." Your modification has been submitted to the Compliance Office.

This screenshot shows the bottom portion of the research ethics application form. It includes the Western University logo and the text "Graduate School". The bottom of the form is obscured by a black bar.