

Submitting an Amendment

1. Log into IRBManager. The Dashboard will appear.
2. Click on the active study link for the application you want to amend.

The screenshot displays the IRBManager dashboard. On the left is the University of La Verne logo and navigation links. The main content area is divided into several sections: 'My IRBManager' with summary statistics, 'xForms (22 Active)', 'Events (25 Open)', and a table of 'My Studies (14 Active)'. A blue arrow points to the first row of the study table.

Study	Site	PI	Study Title	Expires	Status
2016-10-University of La Verne IRB-CAS	College of Arts and Sciences	Chrisco, Kanya Godde Ph.D.	stuff		New From PI
2016-20-University of La Verne IRB-CAS	College of Arts and Sciences	Dunn, Sarah L. Ph.D.	;adlflj		New From PI
2016-42-University of La Verne IRB-CAS	College of Arts and Sciences	Chrisco, Kanya Godde Ph.D.	;lkjg;lgfjk		New From PI
2016-44-University of La Verne IRB-CAS	College of Arts and Sciences	tester, second	;lkjg;lgfjk		New From PI
2016-45-University of La Verne IRB-CAS	College of Arts and Sciences	tester, second	;lkjg;lgfjk		New From PI
2016-46-University of La Verne IRB-CAS	College of Arts and Sciences	tester, second	;lkjg;lgfjk		New From PI

- Verify the information about the study is the correct one you want to amend and click **Start xForm**.

The screenshot shows the IRBManager interface for a study titled "2016-10-University of La Verne IRB-CAS (IRB)". The interface includes a navigation menu on the left with options like "Send EMail", "Start xForm", and "xForms (0)". The main content area displays study details such as "Committee: University of La Verne IRB", "Category: Anthropology", and "Sponsor(s): *Not Sponsored (Primary)". A blue arrow points to the "Start xForm" option in the "Actions" menu.

- Select ULV IRB Amendment Form.

The screenshot shows the "Select xForm to start" section of the IRBManager interface. It features a table with columns for "Action", "Form (Click to start)", and "Description". A blue arrow points to the "ULV IRB Amendment Form" row in the table.

Action	Form (Click to start)	Description
	Initial ULV IRB Application	Please use this form for all new initial applications for the Institutional Review Board.
	Mentor Approved Human Subjects Research Application	The Mentor Approved Human Subjects Research Application is for research involving human subjects that does not need to be approved by the Institutional Review Board based on specific qualifications/requirements.
	New Contact Form	Please use this form to add a new contact to IRB Manager.
	ULV IRB Amendment Form	Please use this form for all amendments. Your study cannot be expired if you intend to use this form.
	ULV IRB Study Closure Form	Please use this form for to notify the ULV IRB your study is closed. This is required at the end of your study, or one year (if an extension is not sought), whichever comes first.
	ULV IRB Study Extension/Continuation	Please use this form for all extensions. Your study cannot be expired if you intend to use this form.

5. The application will appear. Verify the appropriate study pre-populated into the application.

Complete the application as you would an Initial ULV IRB application by filling in text boxes and select the appropriate options using the radio buttons and dropdown boxes. You may use the application header and the **Next** button to navigate through the application. Enter your password and click submit when you are done.

The screenshot shows the 'Amendment Data Header' section of the ULV IRB Amendment Form. The header includes the University of LaVerne logo, a 'Collaborators' icon, a dropdown menu for 'Amendment Data Header', 'Page 1 of 1', and a 'Next' button. Below the header is a red banner with the text 'ULV IRB Amendment Form -- Amendment Data Header'. The main content area contains a blue box with a warning message: 'The ULV IRB Application is the permanent record of the compliance of the investigator(s) with laws and regulations protecting the rights and welfare of human participants in research. Sufficient detail of the proposed amendment of the protocol must be included to permit the ULV IRB to render a decision about whether the proposed modification safeguards in the research protocol continue to protect the rights and welfare of human participants and benefits justify any risks. Applications with insufficient detail will be returned, without review.' Below this are three sections: 'Submitter' (with fields for name, email, and business phone), 'Principal Investigator' (with fields for name, email, and phone), and 'Principal Investigator Position' (with radio button options: Professor, Administrator/Staff, Doctoral Student, Masters Student, Undergraduate, Other). A 'Title' section is partially visible at the bottom.

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ULV IRB Amendment Form -- Amendment Data Header

The ULV IRB Application is the permanent record of the compliance of the investigator(s) with laws and regulations protecting the rights and welfare of human participants in research. Sufficient detail of the proposed amendment of the protocol must be included to permit the ULV IRB to render a decision about whether the proposed modification safeguards in the research protocol continue to protect the rights and welfare of human participants and benefits justify any risks. Applications with insufficient detail will be returned, without review. Add Note

Submitter Add Note View Audit

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Principal Investigator Add Note View Audit

Chrisco, Kanya Godde Ph.D.

Email: kgodde@laverne.edu Phone:

Principal Investigator Position (Required) Add Note

Professor
 Administrator/Staff
 Doctoral Student
 Masters Student
 Undergraduate
 Other

Title Add Note View Audit