

# INSTRUCTIONS FOR AMENDMENTS/MODIFICATIONS

**FIRST GO TO: <https://login.irbmanager.com>**

- Log on to IRBManager
- You will see the screen below
- Click on the blue protocol code

- On the Action Menu on the left
- Click on xForms

Step	Planned	Actual	Resp.	Complete?	Optional?	Appeared in Minutes
IRB Application	03/15/2009	03/23/2009		Yes	N	N/A

- Click on the "Copy Form for Amendment" icon

This will create a copy of the application.  
 The date started column will show that you are using the most current copy  
 To begin, click on the blue link

## INSTRUCTIONS FOR AMENDMENTS/MODIFICATIONS

When you have opened the copy of your form, you will see a short amendment/modification form to be filled out.

**IMPORTANT: Once you have filled in the amendment/modification portion of the form, CLICK "NEXT" to go to the original application and make appropriate changes.**

You will make any changes directly on this form. You will be able to delete and add any information that you wish. **YOU SHOULD NOT USE THE "NOTES" AREA.** Please make your changes directly to the application.

When you have completed all changes, click "submit".

PLEASE CALL WITH ANY QUESTIONS, 860.545.9916