How to Create and Submit a Modification (Amendment)

Please Note: Many of the IRB Forms have transitioned into our UVMClick online smartforms. The Amendment form has been retired and transitioned into an online smartform.

Create a Modification (Amendment)

1. Navigate to the appropriate protocol and click on the name to open it. For details on this process see the user guide called “Searching for a Protocol or Submission”.

2. Click Create Modification/CR.

3. Select The Modification radio button and hit Continue.

4. Check the option “Other Parts of the Study”. This includes making a change to any part of an approved study (except study team members) or a change in PI

   Note: You can only have one of these types of modifications active at one time.

5. Click Continue (way over on the right side of the screen)

6. Complete all questions. Required questions will be prefixed with a red asterisk.

Note: When filling in the question “Summarize the Modifications” this text will appear on the future approval letter. Please make sure to type the text carefully as there isn’t any spellcheck in UVMClick.
7. Click Continue (way over on the right side of the screen)

8. Make any and all changes directly to the Study screens that you noted in the “Summarize the Modifications” text box. **Continue** to move through the pages and **Finish** on the last page.

**Submit the Modification to the IRB Office for Processing**

After reaching the final page of a Modification submission and clicking “Finish” to exit the Modification, the status of the submission will continue to still display as “Pre-Submission” and will remain visible in your “My Inbox” until submitted to the IRB Office for processing.

To submit a finished Modification submission to the IRB Office for their review and processing,

1. Make sure the Modification is open
2. Click the activity on the left that says **Submit**.

If there are any required fields that you forgot to enter, the Submit process will display them. You can use the pop-up to Jump To those particular screens quickly and enter the missing data.

**NOTE:** These Errors/Warning Messages only appear if required field entry was missing.
When clicking the **Submit** activity, once all required field entry is complete, certification text will appear. Read the text and click **OK**.

Once submitted, the status of the Modification is no longer “Pre-Submission”. It has changes to “Pre-Review” indicating it is in the hands of the IRB Office for processing.

You will also note that the Modification is now in View Mode and no longer in Edit mode.

The Modification has now been submitted and removed from your “My Inbox.” It now displays in the IRB Office “My Inbox.”