

Tip Sheet 1: Clean-up Modification

1. Please do not try to “fix” any of the protocol materials that you are submitting in your clean-up modification. The clean-up modification activity is to verify currently approved protocol material. Any “fixes” need to wait until you obtain approval for your clean-up modification.
2. Please upload a **stamped informed consent** document not an unstamped version. This will allow us to quickly identify that our documents match yours.
3. Remember when you are done completing your clean up modification to hit the “**submit**” button on the far left of the screen, otherwise we cannot act on it.

Please hold on submitting a clean-up modification until you need to submit something else to the IRB for that specific protocol.