Tip Sheet 2: Clean-up Modifications & Related Items

1. We have received approximately 350 submissions and have gathered additional tips for quicker review and approval of your **clean-up modifications**.
   - If you have previously informed the IRB that you are no longer enrolling subjects, it is not necessary to attach the last IRB-approved consent form. However, the last approved protocol is required.
   - Reminder that you should not be changing your protocol as part of the clean-up modification submission.
   - 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.

2. To locate your currently approved documents go here. This is a model example as there are dates included in the document names. This is very helpful when there are multiple documents.

   ![Image of study related documents](image-url)
3. You may have noticed on the training page the note “no training on file.” CITI Training Records will be loaded into UVMClick – IRB in December. Once that is complete, you will see key personnel training documentation in this area. Until that data is coming into the system, we will continue to maintain the tutorial completion page on our website for reference.

4. When submitting key personnel changes/study team member modifications, ensure that you include in the summary box of the SMARTForm a statement about who is being added and who is being removed from the study. This information is pulled into your approval document.

5. Newly approved protocols, consents, and information sheets will have a new system-generated stamp at the top of the page (see below). You may wish to allow some room at the top of your these documents to accommodate this new stamp. Note: Continue to use previously approved consent documents with the IRB stamp on the last page of the document until you have a consent modification. Then we will apply the system-generated stamp going forward.