

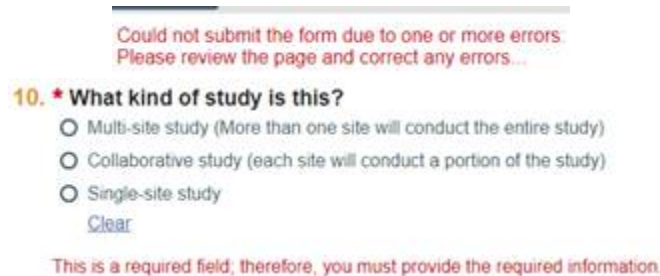
## Tip Sheet 3: Clean-up Modifications & General Data Entry

### Clean-up Modifications

1. Reminder we cannot accept regular modifications, continuing reviews, or reportable new information (RNIs) until a clean-up modification has been received and approved. [Instructions attached.](#)

### All Submissions

2. Individuals receive an error message upon clicking on the “continue” or “submit” button. This typically means that you have failed to complete a required field.

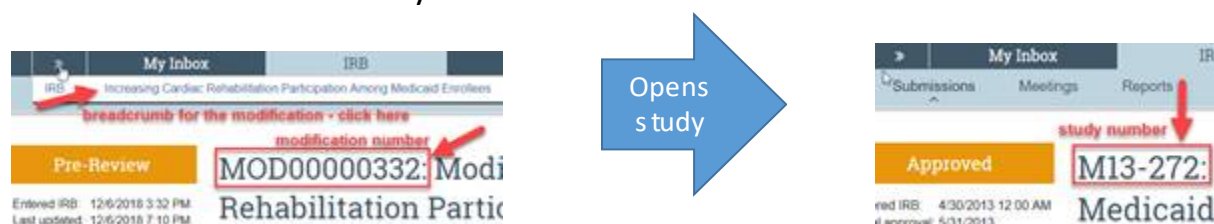


### Grants as Attachments

3. We are required to review the human subjects section of the grant. Please do not attach the budget section to your submission.

### How do I find the overall Study Number – Breadcrumbs

4. Modifications, RNIs, Continuing Reviews all have their own sequential numbers now. To find the overall study number, you can use the “breadcrumbs” (>>) feature to the left of the “My Inbox” tab.



**Ancillary Review Assignments for new studies can be managed by the PI but only in the Pre-Submission state.**

5. If you know that the study requires an ancillary review (e.g. Billing Compliance, Contracting) you can assign the ancillary review prior to submitting the new protocol by clicking the link indicated below. If you are a student PI, we use the ancillary review mechanism to allow your faculty sponsor an opportunity to approve your submission. Once you hit submit and the protocol is in a Pre-Review state, the PI can no longer assign an ancillary review. This will be done by RPO staff after it arrives in our in-box for review.

