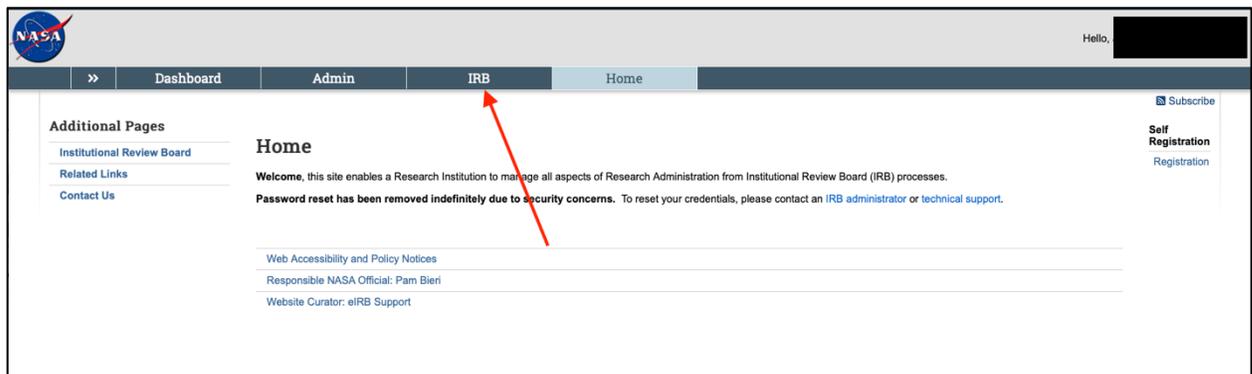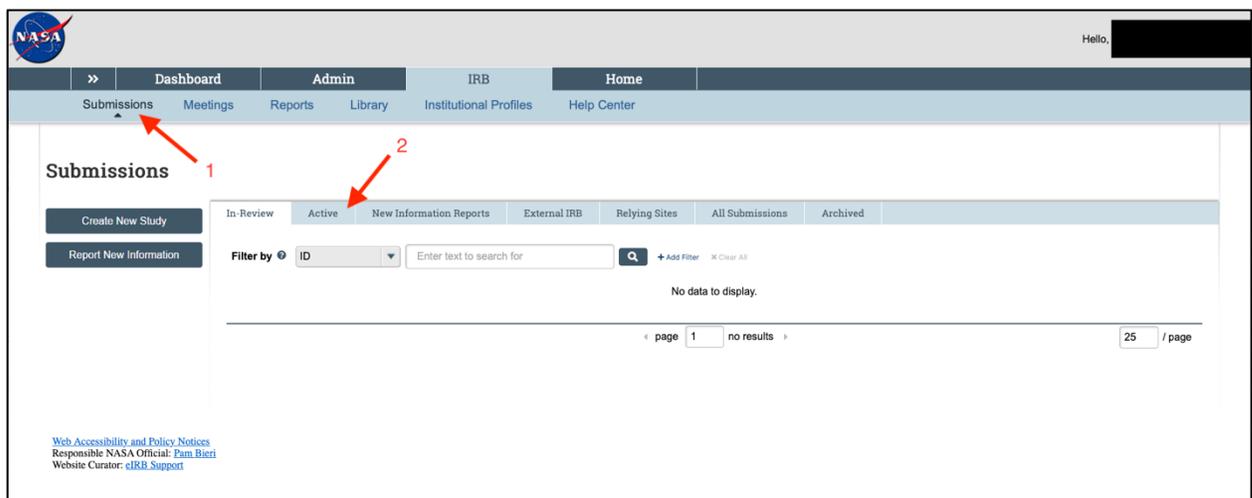NASA IRB Huron Guide for Researchers
Submitting a Study Modification

Please note, you can submit a modification alone (MOD), a continuing review alone (CR), or a modification and continuation combined (MODCR). This manual will specifically review submitting a study modification alone.

1. Visit https://eirb.jsc.nasa.gov/EIRB/ and click "Login" at the top right corner of the screen. Enter your user name and password and click "Login."
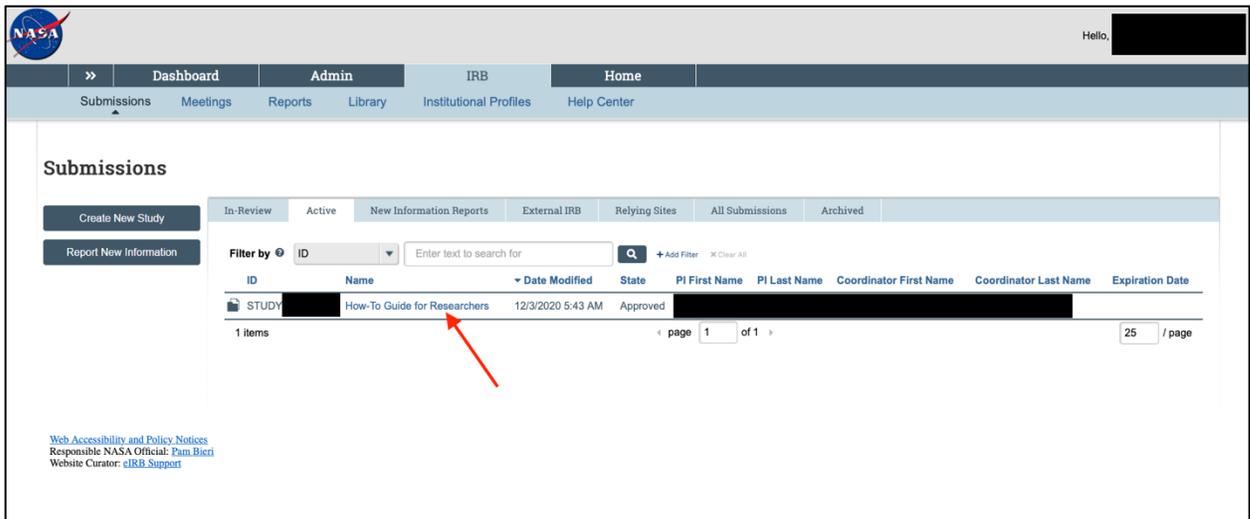
2. In the top navigator bar, click "IRB."

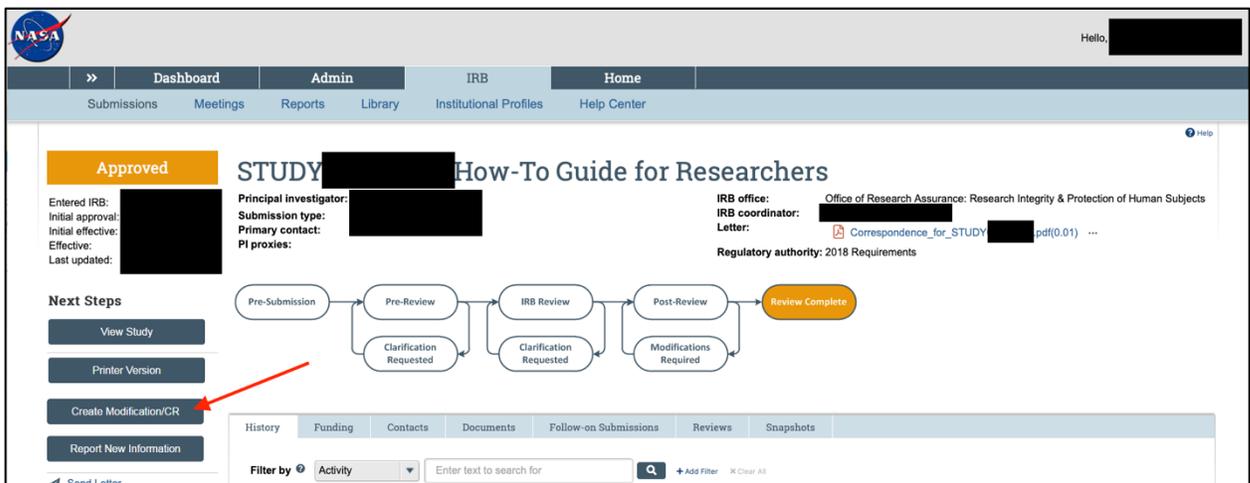3. Then, click "Submission" in the top navigator bar, then click the "Active" tab.

4. Click on the title of the study of interest.

5. Click on "Create Modification/CR" on the left side of the screen.

6. Select "Modification/Update." If you have already previously submitted a continuing review that is currently under review, you will only see "Modification/Update" as a selection. NOTE: **Check both boxes** "Study team member information" **and** "Other parts of the study" under scope, if you need to upload documents - even if both may not apply. Without doing so, you may not be able to upload any necessary documents to accompany the modification. Once finished, click "Continue" at the bottom right of the screen.

7. Select all that apply for numbers 1 and 2. Note, if you select that you are notifying subjects of the modification, attach a description of how they will be notified in the "Other attachments" section of the "Local Site Documents" page. Clearly summarize all modifications in number 3. Once finished, click "Continue" on the bottom right of the screen.

You Are Here: 📄 How-To Guide for Researchers > 📄 Modification / Update #1 for S...

Editing: MOD ███████   ◀ Go to forms menu   🖶 Print ▼   ❓ Help

Modification Information

1. **Study enrollment status:**
   - ☐ No subjects have been enrolled to date
   - ☐ Subjects are currently enrolled
   - ☐ Study is permanently closed to enrollment
   - ☐ All subjects have completed all study-related interventions
   - ☐ Collection of private identifiable information is complete

2. **Notification of subjects:** (check all that apply)
   - ☐ Current subjects will be notified of these changes
   - ☐ Former subjects will be notified of these changes

   ℹ Attach files: If notifying subjects, add a description of how they will be notified to the Other attachments section of the Local Site Documents page.

3. *** Summarize the modifications:** ❓

   [   ]

   ❌ Exit   💾 Save   **Continue ➡**

8. **Basic Study Information –** make adjustments to these areas as needed. If changing the protocol file, <u>track all changes</u> and upload a new document(s) in number 8. Click "Continue" when finished. You will progress your way through each of the study areas listed in the left panel.

9. Continue through the application, make changes as needed, and clicking "Continue" to proceed. **If adding new study personnel, be sure to upload CITI training certificates and Financial Conflict of Interest Disclosure forms for each individual under Local Study Team Members>External team member information.** Remember to track changes on all other uploaded documents. Once finished with all sections, click "Finish."

10. Click "Submit" on the left to submit to the IRB Office.

11. A new screen will open. Click "OK" to verify.

12. Enter your e-IRB user name and password. Then click "Submit."

13. The modification status will show as "Pre-Review" when successfully submitted.