

AMENDMENT FORM INSTRUCTIONS

Log into <https://ttuep.imedris.net>

Study Assistant

My Studies

Click to open your IBC protocol

IBC Forms

IBC Amendment Form

Add a New Form

1.0 Click Save and Continue to Next Section

2.1 Enter date of modification

2.2 Type of Modification

Select which type of change you are requesting

PERSONNEL CHANGE REQUEST

3.1 Description of Modification

Provide a description of the modification

4.0 (Personnel Change)

4.0 A is where you can enter a Co-Investigator

4.0B is where you can enter a study coordinator, lab personnel, research assistant, etc.

4.0 A or B –

Click on the green add button

Search the last name

Click find

Click the green check mark once you find the person you are adding

From the drop down box, select the appropriate role

Save and continue to the next section.

Sign off and Submit

CHANGES TO LABORATORY/APPROVED SPACE ROOM NUMBERS

1.0 Click Save and Continue to Next Section

2.1 Enter date of modification

2.2 Type of Modification

Select which type of change you are requesting

Save and Continue to Next Section

3.1 Description of Modification

Provide a description of the modification

Save and Continue to Next Section

4.1 Please indicate the changes

Save and Continue to Next Section

5.1 Please attach a revised application

Save attachment

Save and Continue to Next Section

Sign off and Submit

CHANGES TO HAZARDOUS AGENTS (BIOLOGICAL, CHEMICAL, TOXIN)

1.0 Click Save and Continue to Next Section

2.1 Enter date of modification

2.2 Type of Modification

Select which type of change you are requesting

Save and Continue to Next Section

3.1 Description of Modification

Provide a description of the modification

Save and Continue to Next Section

4.1 Please indicate the changes

Save and Continue to Next Section

5.1 Attach a revised application

Save and Continue to Next Section

Sign off and Submit

CHANGE IN SHIPPING

1.0 Click Save and Continue to Next Section

2.1 Enter date of modification

2.2 Type of Modification

Select which type of change you are requesting

Save and Continue to Next Section

3.1 Description of Modification

Provide a description of the modification

Save and Continue to Next Section

4.1 Please indicate the changes

Save and Continue to Next Section

5.1 Attach a revised application

Save and Continue to Next Section

Sign off and Submit