

Guide for Submission of IBC Amendment Form

1. Log in to iRIS.
2. Hover over My Workspaces
3. Hover over Study Assistant
4. Click View My Studies
5. Click on your IBC study
6. Click on IBC Amendment Form
7. Click on “Add a New Form”
8. Click on “Save and Continue”
9. 2.1 Enter a date
- 10.2.2 Check type of modification
11. Click on “Save and Continue”
- 12.3.1 Enter description of modification
13. Click on “Save and Continue”
- 14.4.1 Indicate the changes and a revised application
15. Click on “Save and Continue”
- 16.5.1 Click to attach the application
17. On the right hand side click “Create a revised application”
18. Be sure to include all changes to study application that are indicated on the amendment
19. Click Convert to New Form
20. Click on “Save and Continue”
21. Click Signoff and Submit