



Submitting an Amendment to Protocol Form to Bloomsburg University IRB for review

1) Go to <https://bloomsburg.my.irbmanager.com>

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SteamPunk (2017-11-945.0/Release/b76e137)
TP-WEB01 at 2019-02-18 16:40:26Z
Page generated in 0.003 seconds.


2) If you do not have a login account please follow the instructions for a New User Form.

5) Enter the study # that you wish to amend and click find.

Open Items in the next 60 days

6.) Once you are in the study, please click “start x-form” under actions in the upper left corner.

The screenshot shows the IRB Manager interface for a study titled "Study 2018-150-BU Research (IRB)". The left sidebar contains an "Actions" menu with options like "Update", "Add Contact", and "Start xForm". A red arrow points to "Start xForm". The main content area displays study details such as "Study: 2018-150", "Committee: BUIRB", and "Agent Types: Focus Groups". Below this is a "Study-Site" section with details like "Site(s): BU Research - BU Research" and "PI: Hauck, Sadie". At the bottom, there is an "Events (1)" table with one entry: "New Submission" with 5 attachments, dated 12/20/2018, reviewed by Sadie H.

7.) If you wish to see all of the questions on this form, click “printer icon”  and this will give you a copy of the form that is easily printed.

8) If you wish to fill out this form, choose the blue link for the **“Modification to Protocol Form.”**

The screenshot shows the "Start xForm" page, which lists various forms available for selection. A table titled "Select xForm to start" contains the following information:

Action	Form (Click to start)	Description
	Continuing Review of Research	This form is used for continuing research that was initially approved by either an expedited or a full review by the BUIRB. This request must be submitted at least yearly and three weeks PRIOR to the anniversary of the previous approval so that continuing approval may be received.
	IRB Application Form (1/1/19)	Use this form for all new proposals submitted to the BUIRB regardless of what category you expect the Proposal to fall under.
	Key Personnel Change Form	Use this form if you are submitting any modification(s) to the previously approved key research personnel, including any additions or deletions of personnel, any role or duty changes, or any changes in any personnel qualifications (i.e., CV, resume or training certificates).
	Modification to Protocol Form	Use this form to notify the IRB of any changes to your previously approved research. Do not use this form for changes to personnel - Use the Key Personnel Change form for those changes.
	New Contact Submission	Please provide contact information for everyone involved in this study.
	Post Common Rule - Continuing Review of Research	This form is used for continuing research that was initially approved by either an expedited or a full review by the BUIRB. This request must be submitted at least yearly and three weeks PRIOR to the anniversary of the previous approval so that continuing approval may be received.
	Study Closure Final Report	Please use this form when your study is complete (all participant data is collected and analyze, all interventions are complete, no follow-up interventions are taking place, and enrollment is closed).
	Unanticipated Problems	Please complete this form for any adverse or unanticipated problems that occur during the course of a study.

A red arrow points to the "Modification to Protocol Form" link. At the bottom of the page, there is a copyright notice: "Copyright ©2000-2019 Tech Software. All Rights Reserved. SteamPunk (2017.11.945.0/Release/b76e137)".

9) Please answer all pertinent questions.

The screenshot shows a web browser window with the URL <https://bloomsburg.my.irbmanager.com/Forms/FormPage.aspx/FormInstanceStageGUID=bb067c25-8541-4a9d-abb7-25602cba77e9>. The page title is "Modification to Protocol Form -- Modification Header". The Bloomsburg University logo is visible in the top left. The form contains the following sections:

- Study Title:** Expedited Test. [Add Note](#) [View Audit](#)
- Protocol Number:** 2018-150. [Add Note](#) [View Audit](#)
- Principle Investigator:** [Add Note](#) [View Audit](#)
Email: [redacted] Business: 570-389-4208
- Submitter:** [Add Note](#) [View Audit](#)
Email: [redacted] Business: 570-389-4322
- Revision Description: Please select all that apply below. (Required)** [Add Note](#) [View Audit](#)
 - Revision to currently approved Informed Consent
 - Revision to currently approved Research Application
 - Revision to a currently approved sponsor protocol
 - Key Personnel Change form (for adding or removing study personnel)
 - Other revision or addition.
- Please explain as you entered other in the revision description.** [Add Note](#) [View Audit](#)

8) Enter your changes to the study.

9) Once you've completed and submitted the form, BUIRB personnel will begin the review process.