MODIFY YOUR STUDY

To modify a study in IRISS involves three steps:

I - COMPLETE THE MODIFICATION SUMMARY

- Choose the type of modification
- Provide Summary of changes and answer the remaining questions
- Provide list of uploaded documents as part of modification

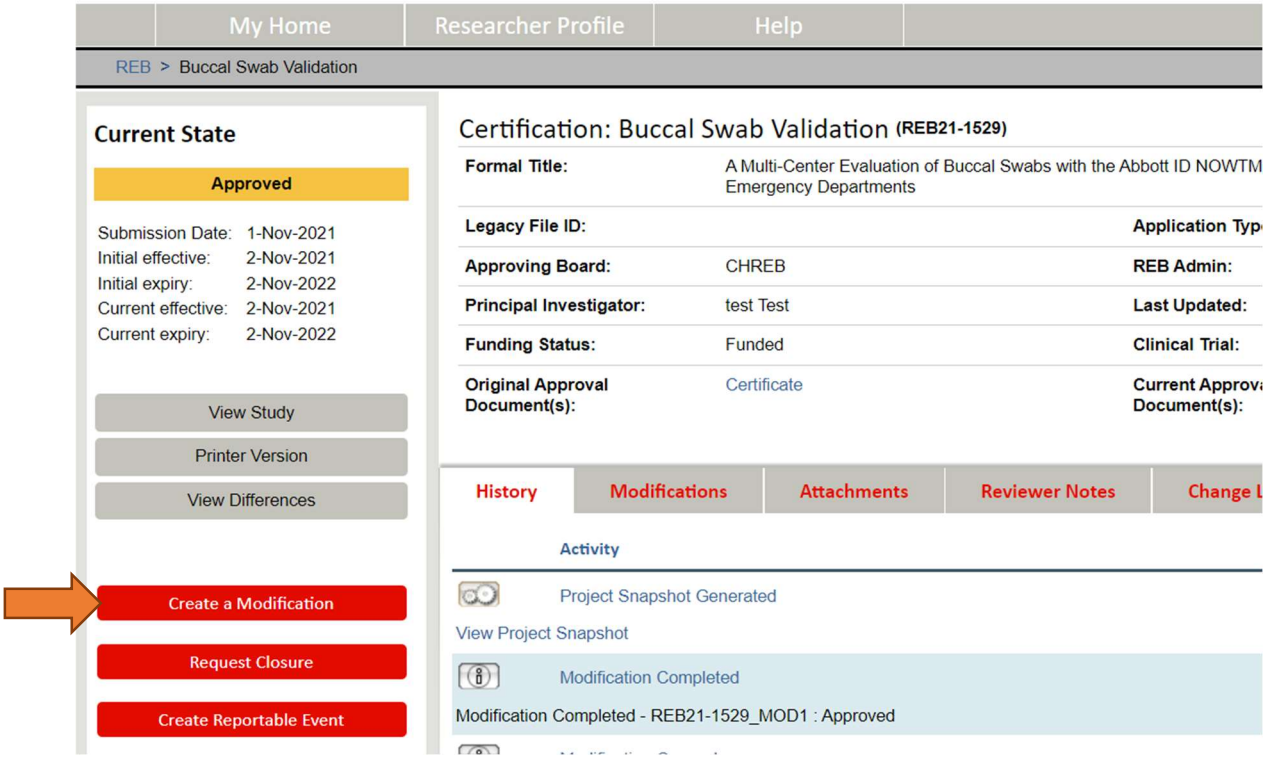
II - MODIFY THE STUDY

- Click on **Edit modified Study** on Study Workspace
- Make Changes to corresponding pages of the application
- Save the changes

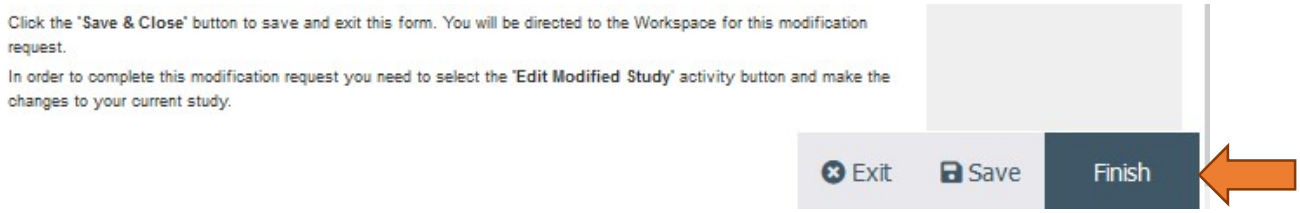
III- SUBMIT THE MODIFICATION

I. HOW TO COMPLETE THE MODIFICATION SUMMARY

1. Log in to IRISS: https://research.ucalgary.ca/iriss
2. You will find the study under your **REB** Tab. Click on the name of the approved study to open the Study Workspace.
3. Click on the **Create a Modification** found on the left-hand side of the page.



4. This will open the Modification Summary form. Click **Finish** to move to the next page.

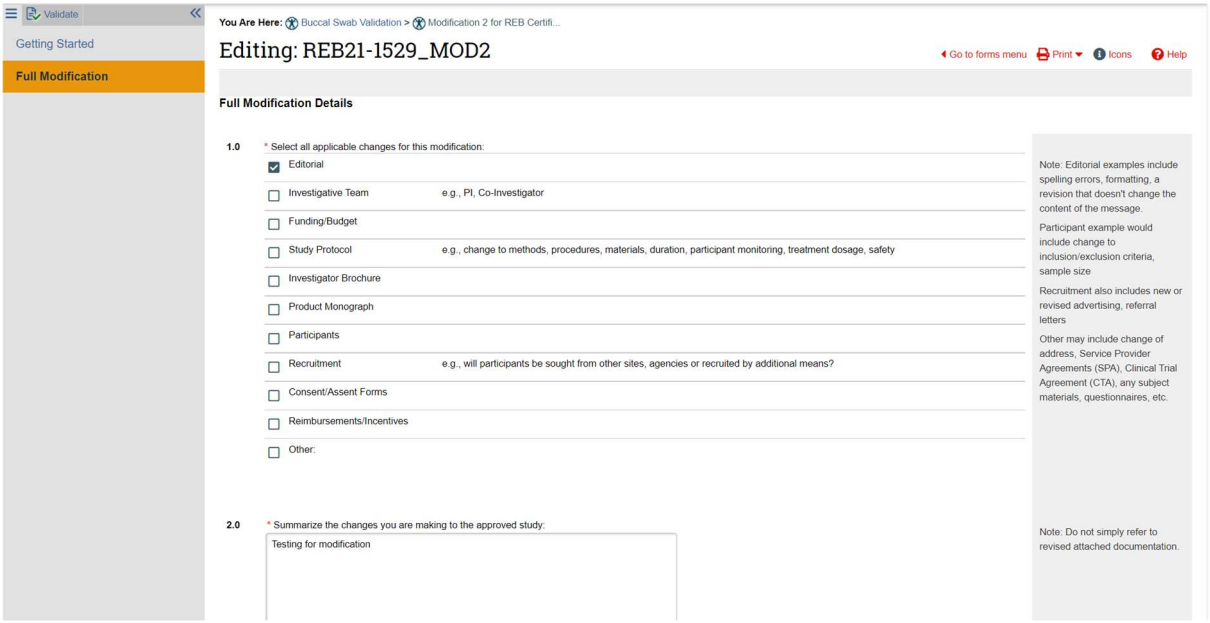


Click the 'Exit or Finish' button to save and exit this form. You will be directed to the workspace for this modification request.

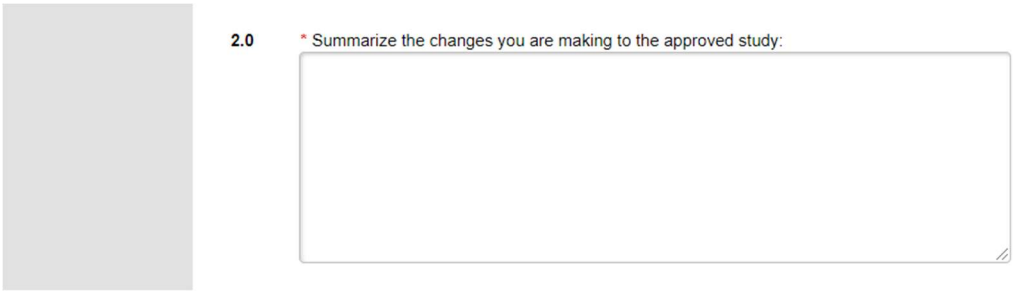
In order to complete this modification request, you need to select the 'Edit Modified Study' activity button and make the changes to your current study.

Important! You can complete one or more modifications on the same Modification Summary form.

5. On the **Full Modification** page, choose the type of modification you wish to make by placing a checkmark in the appropriate box(s).

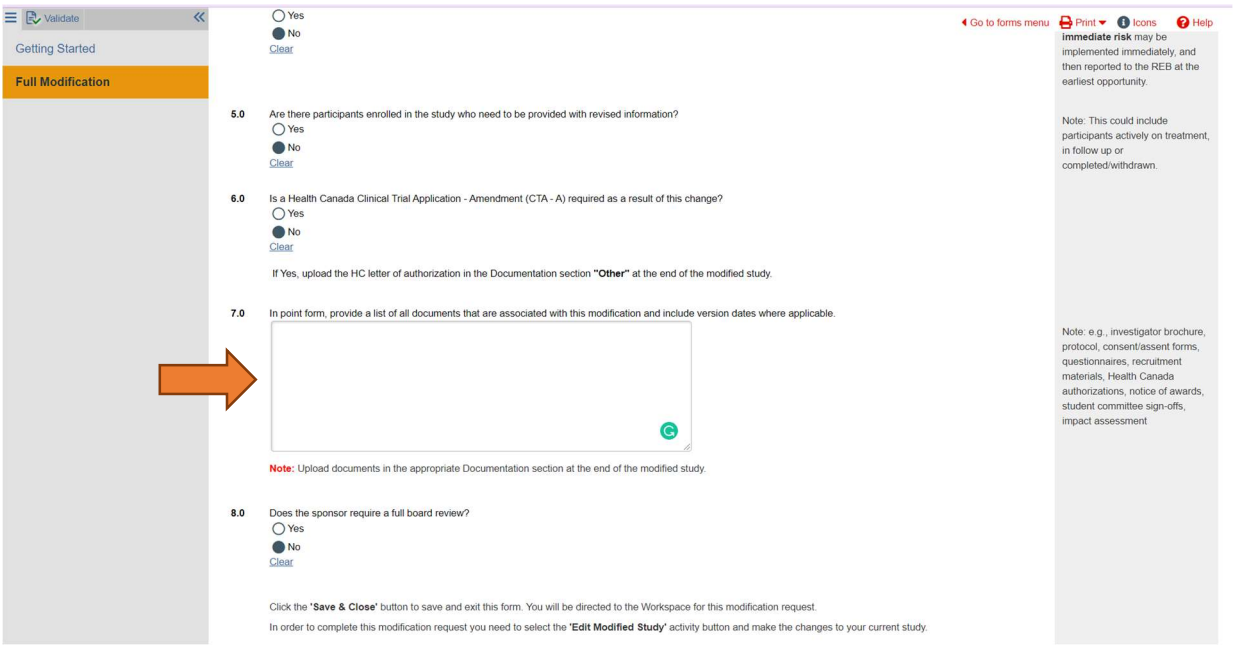


5. Provide a brief description of changes that you are making to the study under Q.2.



7. Complete all the remaining questions and use navigation page on the left hand side of the screen to move to the next page, or click the **Continue** button at the bottom.

8. Under Q.7, provide the list of documents that you are adding or revising as part of the modification.



6. Once you have completed all the questions, click **Save & Finish** on the final page of the summary form to return to the Study Workspace.

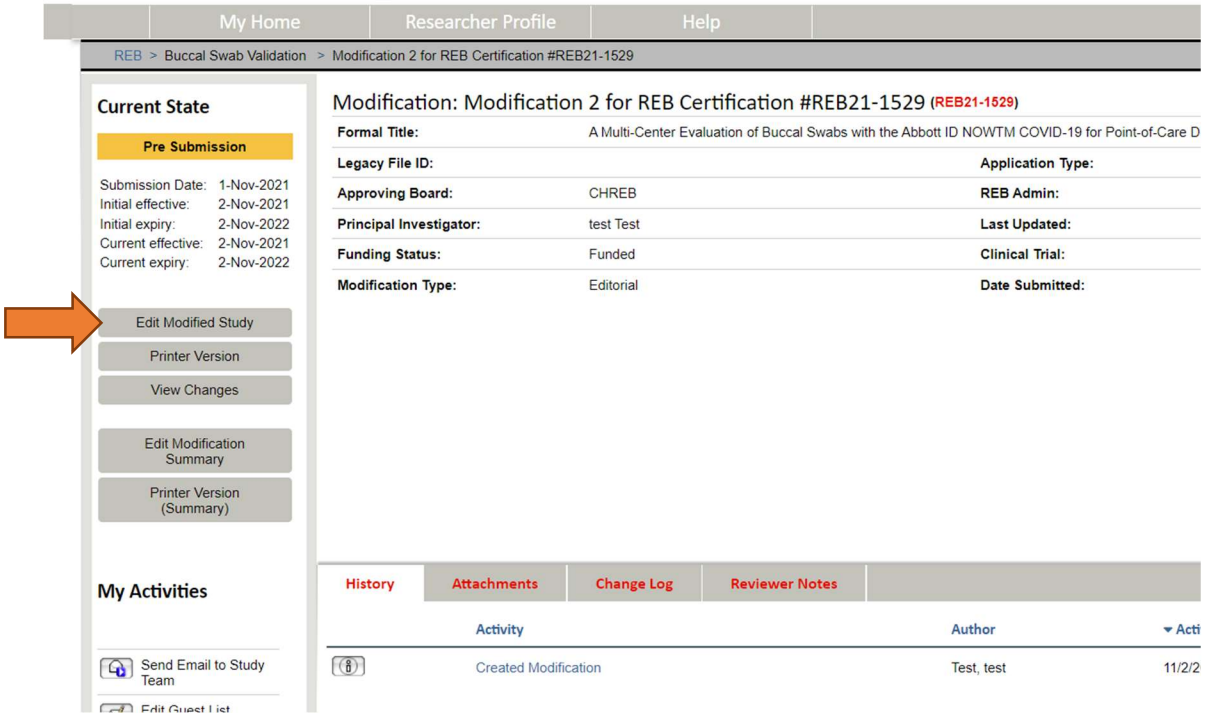
7. Click the 'Exit or Finish' button to close this form, this action does NOT submit the application.

8. You will be directed to the certification's workspace.

Important! You will add the documents to the **Documentation** Section on the study when you click on **Edit Modified Study** (see steps below).

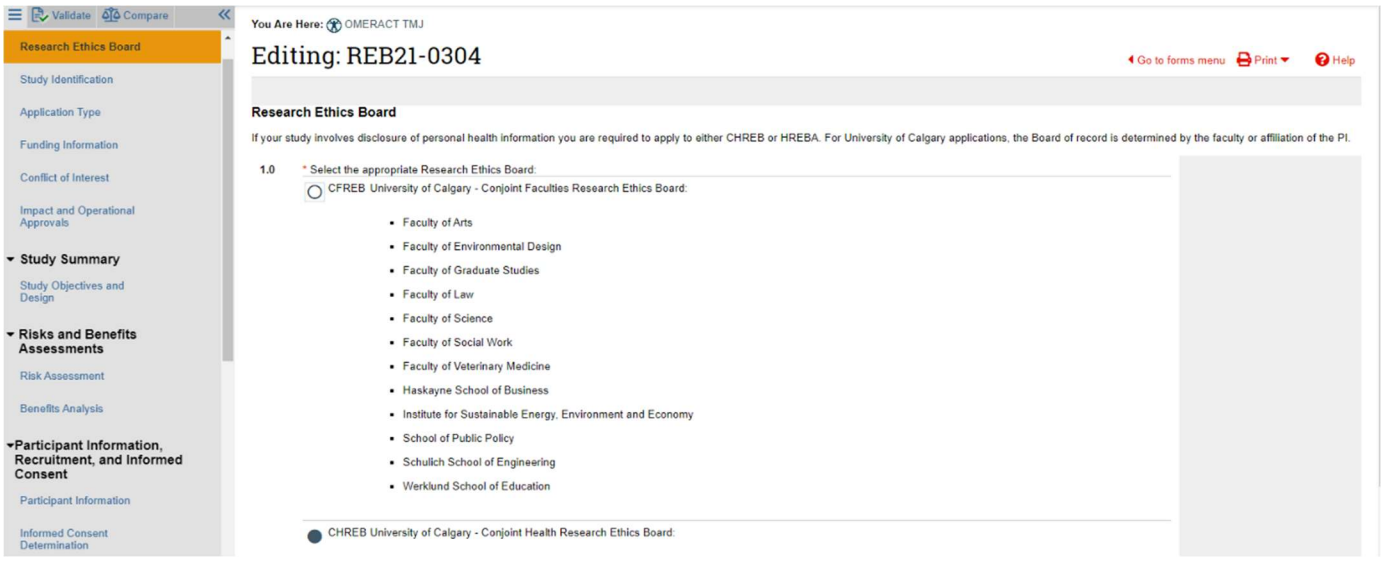
II. HOW TO MODIFY THE STUDY

1. Click on **Edit Modified Study** on the left-hand side of the page.



2. This will open a copy of the current approved study where you can use the **Continue** button, or the navigation pane on the left-hand side to navigate to the page(s) you wish to change or to the **Documentation** page to add/update documents.

Important! Both clean and tracked change copies of all revised documents are required for review.



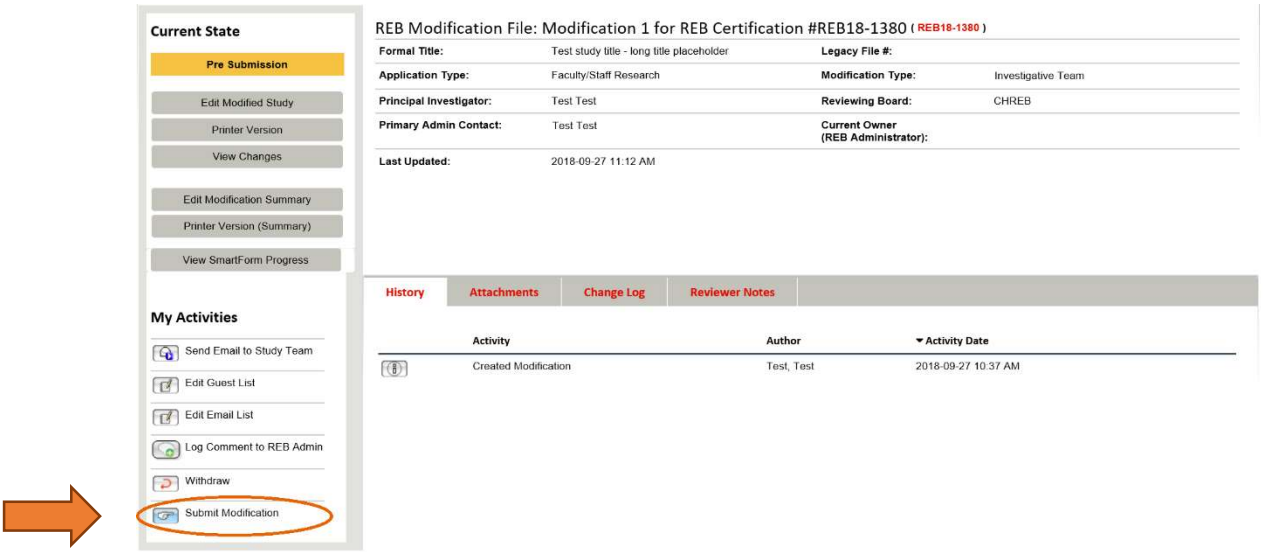
Important! Do not delete the previous version of the document, it will remain in the Document History.

3. Once you have made all the appropriate changes and added any new/updated documents, click on **Save and Finish** to return to the Modification Study Workspace.

III. SUBMIT THE MODIFICATION FOR REVIEW

The Principal Investigator **and** members listed on the study team can **Create, Edit**, **View** and **Submit** the modification.

1. Click on **Submit Modification** under **My Activities** on the left side of the page.
2. The system will conduct an 'error check' to identify if any required questions were missed.



Important! If any errors are shown, navigate to the indicated questions and fill in the required information. When all the required items are complete, the PI or the study team member must click **Submit Modification.**

3. Once all required information has been entered, the Principal Investigator will be able to submit the application by clicking the 'Submit' activity button on the left-side menu of the certification workspace.
4. Click **OK** to agree and validate your submission.
5. The submission will transition to the next state for review.
6. You will receive an email indicating the submission was successful.
7. Please contact the IRISS Help Desk for additional support: iriss.support@ucalgary.ca (403) 210-9300 or 1-855-222-2345.