



### Submitting an Amendment Form

**NOTE:** Any changes to key research personnel should be done through the Key Research Personnel Change Form (instructions may be found under “Key Personnel Change Form”). There are two additional types of amendments that can be submitted via IRBManager:

- a. An amendment to a protocol, which was originally submitted electronically in IRBManager (new submissions submitted after mid-November 2013 should follow this approach).
- b. An amendment to a protocol, which was originally submitted via paper prior to mid-November 2013. These submissions should all use the Pre-IRBManager Amendment form.

For the above amendment types, follow these initial steps

- 1) Go to <https://swarthmore.my.irbmanager.com/> and enter your login information.
- 2) At the bottom of the dashboard, your active studies are listed.
  - a. If you do not see your study listed, please contact [irb@swarthmore.edu](mailto:irb@swarthmore.edu) for additional support.
- 3) Click on the blue link for the study you wish to amend.
- 4) For further instruction, follow the appropriate instructions below based on what amendment type you wish

### Amendments to submissions originally submitted in IRBManager

- 1) Go to the “Initial Submissions Event” on your study and click on the blue link for the event.
- 2) Click on the link for “xForms” under “actions” in the upper left (you will find your originally submitted xform in the event).
- 3) Click on the folder with the plus sign (Copy for Amendment).
- 4) A copy of the form will be created, open the copy by clicking the link.
- 5) Modify the study information accordingly.
- 6) Once you’ve completed and submitted the form, the IRB personnel will begin the review process. You will be notified of the results via email.
  - a. **NOTE:** Any proposed changes/ amendments submitted for review shall not be implemented until IRB approval has been granted.

- 7) To view your submission once it has been accepted into IRBManager, click the link for the study from your dashboard. You will see the link in blue at the bottom of the page under “My Studies” (look for the appropriate amendment event).

**Amendments to submissions originally submitted before the IRBManager system (paper/email).**

- 1) Once you are in the study, please click “start x-form” under actions in the upper left corner.
  - a. **NOTE:** If you’d like to see what the form looks like, including all questions, and potential values for dropdown type questions, click the printer icon next to the form, which will give you a view you can print.
- 2) To start this form, click on the blue link for “Pre-IRBManager Amendment Form”.
- 3) Enter your study information.
- 4) Once you’ve completed and submitted the form, the IRB personnel will begin the review process. You will be notified of the results via email.
  - a. **NOTE:** Any proposed changes/ amendments submitted for review shall not be implemented until IRB approval has been granted.
- 5) You can look at the Amendment Event on your study to view the review process.