IRBManager Instructions for Researchers

How Do I Request a Change for an Active Study?

To submit a **Request for Change, a Request for Continuing Review, or add a Site Approval Letter** to an active (approved) study, you need to start by finding the study in IRBManager. From your IRB Manager homepage, you can do this one of two ways,

1) Look under '**My HS #s**' at the bottom of your screen. Click on the blue link for the study you are interested in.

2) OR click on **# active HS #s,**

then click on **HS #** under the "**Study**" column.

Once in the study, click on <**Start xForm**> on the left side of your screen under "Actions."

Next select the **form** you need by clicking on the form's title.
Note: The screen below represents **SOME** of the available forms. (screenshot is for example only).

PLEASE NOTE: You MUST be in a specific study in order to complete the Request for Change, Request for Continuing Review, or to add a Research Site Approval letter.

Follow the onscreen instructions and answer the required questions to complete the form. Once you have completed the entire document, you are given the choice to 'save for later' or 'submit'. If you choose 'save for later', you can access that form on the IRB Manager dashboard under "# unsubmitted xForms."

Please NOTE, if required items are incomplete, IRB Manager will provide an 'issues' message and direct you to the sections that must be completed. Incomplete forms cannot be submitted.