NAU
IRBNet Amendment

Guidance for Users
Go to IRBNet

Website address: https://www.irbnet.org/release/index.html
1. Go to your active projects by selecting *My Project*
2. Select the *Title* of the project you would like to amend
You are now at the Project Overview page.

3. Select the *Project History* tab to get started on your amendment.
You are now at the Project History page.

3. Select the *Create New Package* to get started on your amendment.
You have now created a new package.
Now, select the Designer Tab
4. Select the appropriate document by selecting *Amendment of Key Personnel or Amendment Request.*

5. Select *Download*

- To download and amend a previously approved document, select the paper icon next to the document you would like to revise.
Amendment of Approved Human Research

Request to amend previously approved research
See HRSPP Guidance, Amending Approved Human Research

<table>
<thead>
<tr>
<th>IRB Project No.:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td></td>
</tr>
<tr>
<td>Investigator:</td>
<td></td>
</tr>
<tr>
<td>Investigator’s Contact</td>
<td>Phone/Official University</td>
</tr>
<tr>
<td>Information:</td>
<td>Email:</td>
</tr>
<tr>
<td>Alternate Contact:</td>
<td></td>
</tr>
<tr>
<td>Alternate Contact’s</td>
<td>Phone/Official University</td>
</tr>
<tr>
<td>Information:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

SECTION 1: Summarize all requested changes in lay language (limited to 2000 characters including spaces):

Provide the rationale for the requested changes:

Discuss how subjects will be notified of these amendments. If subjects will not be notified of the amendments, discuss why:

<table>
<thead>
<tr>
<th>Does this amendment change the risk/benefit ratio? If yes, how?</th>
<th>☐ No ☐ Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has this amendment already been implemented? If yes, how?</td>
<td>☐ No ☐ Yes</td>
</tr>
<tr>
<td>Has there been a change in funding? If yes, complete below:</td>
<td>☐ No ☐ Yes</td>
</tr>
<tr>
<td>a. Funding PI:</td>
<td></td>
</tr>
<tr>
<td>b. Proposal Title:</td>
<td></td>
</tr>
<tr>
<td>c. Funder Name:</td>
<td></td>
</tr>
<tr>
<td>d. Total funding amount OR per subject amount:</td>
<td></td>
</tr>
</tbody>
</table>
7. Upload the completed document by selecting *Add New Document*

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**Step 1:**
Download blank forms, document templates and reference materials to assist you in assembling your document package.

- Select a Library: Northern Arizona University IRB, Flagstaff, AZ
- Select a Document: Request for Amendment

**Step 2:**
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team’s Training & Credentials to your package.

**New and Revised Documents in this Package:**

*There are currently no documents in this package.*

There are no Training & Credentials records linked to this package. | Link / Un-Link Training Records |

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. **Learn more.**

Add New Document

(When should I do this?)

OR

Documents from Previous Packages that you can Revise:

<table>
<thead>
<tr>
<th>Pkg #</th>
<th>Document Type</th>
<th>Description</th>
<th>Last Modified</th>
<th>Pkg Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Adverse Event Report</td>
<td>yay</td>
<td>01/22/2016 11:46 AM</td>
<td>01/22/2016</td>
</tr>
</tbody>
</table>
8. Select the appropriate *Document Type*
9. Complete the *Description*
10. Choose the file you wish to upload
11. Select *Attach*

Repeat this process until you have all uploaded all documents associated with this submission.
This submission must be signed before it is reviewed.

12. Select the *Sign this package* tab
13. Select your role on the project
14. Sign the submission by selecting *Sign*
You are now ready to submit the package.

15. Select *Submit this Package* tab
16. Select the *Northern Arizona University IRB, Flagstaff, AZ* Board
17. Select *Continue*
18. For Submission Type select Amendment/Modification
19. Add any comments you would like the reviewer to see
20. Select Submit to submit your amendment for review
Your amendment has been submitted to the IRB for review. Please be sure to check your email for updates on your submission.