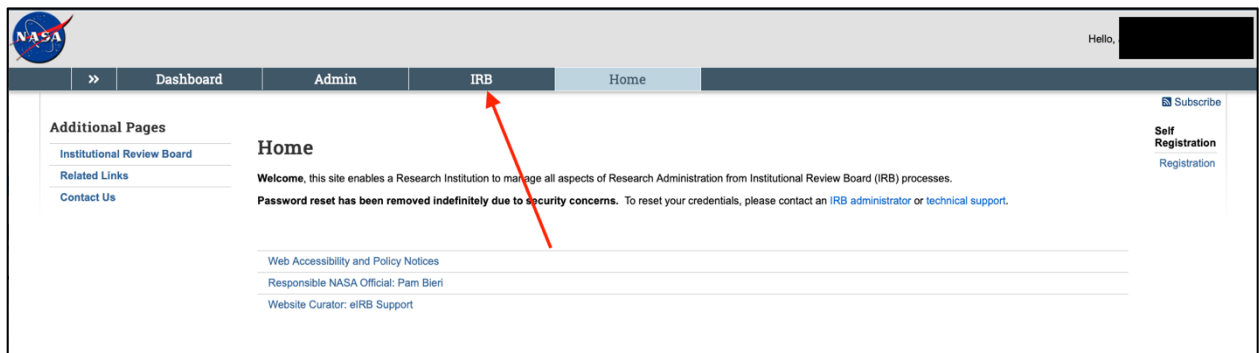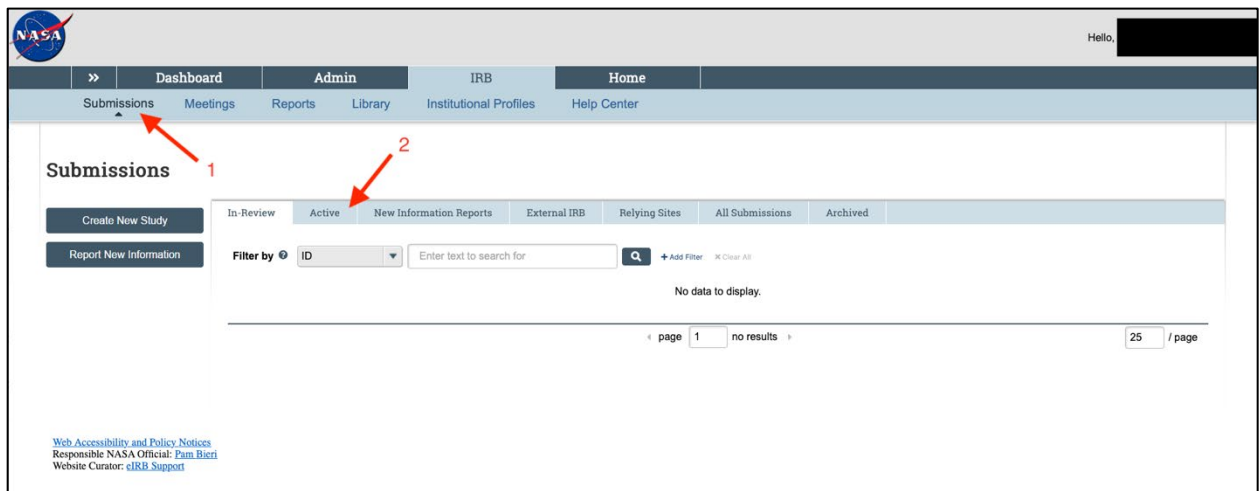NASA IRB Huron Guide for Researchers
Submitting a Modification and Continuing Review

Please note, you can submit a modification alone (MOD), a continuing review alone (CR), or both combined (MODCR). This manual will specifically review submitting a combined modification and continuing review. Note: A MODCR is required if you need to attach documents to your continuing review (e.g. updated Financial Conflict of Interest Forms and/or CITI certificates). A CR alone will not allow you to upload documents.

1. Visit https://eirb.jsc.nasa.gov/EIRB/ and click "Login" at the top right corner of the screen. Enter your user name and password and click "Login."

2. In the top navigator bar, click "IRB."

3. Then, click "Submission" in the top navigator bar, then click the "Active" tab.

4. Click on the title of the study of interest.

5. Click on "Create Modification/CR" on the left side of the screen.

6. Select "Modification and Continuing Review." Note, if you have already previously submitted a modification that is currently under review, you will only see "Continuing Review" as a selection. If you have already previously submitted a continuing review that is currently under review, you will only "Modification/Update" as a selection.

   NOTE: **Check both boxes** "Study team member information" **and** "Other parts of the study" under scope, if you need to upload documents - even if both may not apply. Without doing so, you may not be able to upload any necessary documents to accompany the modification. Once finished, click "Continue" at the bottom right of the screen.

7. Answer required questions 1 through 3. Select all that apply for number 4 but please note, if you select the first four responses, you are indicating you want to close the study and discontinue IRB oversight. When finished, click "Continue."

8. Select all that apply for numbers 1 and 2. Note, if you select that you are notifying subjects of the modification, attach a description of how they will be notified in the "Other attachments" section of the "Local Site Documents" page. <u>Clearly summarize all modifications in number 3</u>. Once finished, click "Continue" on the bottom right of the screen.

9. **Basic Study Information –** make adjustments to these areas as needed. If changing the protocol file, <u>track all changes</u> and upload a new document in number 8. NOTE: Please be sure to accept all **old** tracked changes from previously approved versions. Click "Continue" when finished. You will progress your way through each of the study areas listed in the left panel.

10. Continue through the application, make changes as needed, and clicking "Continue" to proceed. **If adding new study personnel, be sure to upload CITI training certificates and Financial Conflict of Interest Disclosure forms for each individual under Local Study Team Members>External team member information. You will also need to attach updated CITI training certificates and Financial Conflict of Interest Disclosure Forms for all key personnel listed on the study.** Remember to track changes on all other uploaded documents. Once finished with all sections, click "Finish."
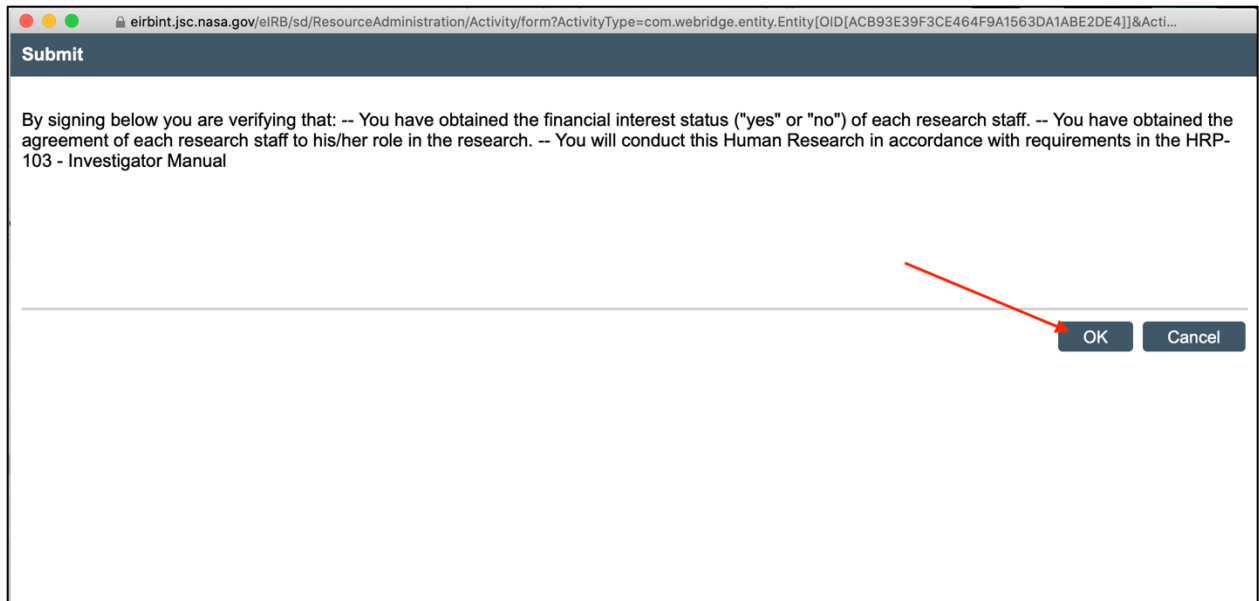
11. Click "Submit" on the left to submit to the IRB Office.

12. A new screen will open. Click "OK" to verify.

13. Enter your e-IRB user name and password. Then click "Submit."

14. The continuing review and modification status will show as "Pre-Review" when successfully submitted.