



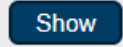


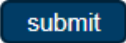
UNIVERSITY OF
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Streamlyne IRB Module Tip Sheet

How to submit a modification request for an Exempt protocol

If your project was granted an Exempt determination in Streamlyne and you now need to make modifications to your study, please follow the steps below for submitting your modification request.

1. Locate your current project in Streamlyne by going to the Main Menu – IRB – All My Protocols. Find the desired protocol at the bottom of the screen and click “edit”, to the left under the Actions column. You will be taken to your IRB Protocol Document.
2. On the left hand side of the screen, click on **Protocol Actions**.
3. Click on **Request an Action** to open all available actions.
4. Click  next to **Notify IRB**.
5. Under the Details section, select “Modify Exempt Protocol” from the Submission Type Qualifier drop down menu. Use the Comment text box to describe the changes you are notifying the IRB about. Note: you can click on the  to the right of the comment box to open a larger text box. No other information needs to be changed or selected in this section.
6. If you are requesting changes to your informed consent, recruitment materials, or survey/interview questions, you will need to attach the revised materials. Please add all attachments individually by selecting Choose File, then adding a description of the document in the Description text box. You must then click  to the right of the Description box for each attachment in order for the attachment to be saved to your submission.
7. Once you have added all related comments, materials and descriptions, please hit  .

8. Once your submission is received, the IRB Administrator will review your request and let you know if they have any questions. If not, the IRB Administrator will process an IRB Acknowledgement. At that time, an FYI notification regarding the acknowledgement will be sent to your Action List and email.

Show	F.Y.I. 6718 Streamlyne Research Notification	Protocol 2001000193 IRB Acknowledgement	FINAL	02:48 PM 07/09/2020	NONE
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This acts as the “approval” for the modification request submitted.

Once you receive the IRB Acknowledgement, you are free to proceed with your modified procedures. Your submission and the acceptance are all tracked in the Summary & History section of the Protocol Actions page; however, you will not receive an “approval letter” regarding this modification request.

Request an Action

Available Actions

Hide

Notify IRB

Details

Submission Type Qualifier :

Modify Exempt Protocol

* Submission Review Type :

Request / Notification

Committee :

select

Comment :

Attachments

Attachment

Description

Actions

Add:

Choose File

No file chosen

submit