Important Note:

- Each oversight committee may have slightly varying requirements on what they expect in the documentation described below. If unsure, please contact your ORCA support personnel (see webpage for assistance).

- A Board Document will always be issued describing the issues which must be addressed in subsequent submissions seeking approval.

Making an Amendment:

1. Click the title of the desired Project that has been reviewed and is found to require modifications.
2. Create New Package by choosing to add new document.
3. Make the described changes to ALL forms which contain the information needing to be revised, expanded, or added. If these changes involve the Online Document (IRB Application Part A or IACUC/IBC Application Form) be sure to revise this document via the Pencil icon in the table near the bottom of the Designer page.
4. Do not forget to include a response.
5. Ensure that ALL Training is linked and valid.
7. Select “Submit Package”, choosing the appropriate committee.

If unsure, please reference the IRBNet Guides or ask for help, see below:

Please reference the guides on the webpage below and your respective committee’s webpage for assistance. If additional needs exist, please contact the appropriate personnel below:

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