Creating a Modification (Amendment) in Cayuse IRB
On the Dashboard, click here to view your studies.
Click on the Study you wish to submit a Modification (Amendment) for.

Only the PI, PC, and co-PI can view or edit the Study.
Click “New Submission” then select “Modification”.

Only one Modification may be open at a time. Once approved, you may submit additional Modifications.
Describe and check off all items that are being changed (make sure to make personnel changes in the Research Personnel section as well)

We will be changing our consent forms and adding two additional personnel to the study.
Be sure to make all applicable changes in all sections.

- **Participant Population**
  - Specify the participant population(s) to be included (check all that apply):
    - Adults
    - Specify Age Range:
      - □ 18 - 24 Years
      - □ 25 - 50 Years
      - □ 51 - 64
      - □ 65 - 75
      - □ 75 +
    - □ Children
    - □ Students
    - □ Non-English speaking
    - □ Subject Pools
    - □ Secondary Data (research using previously collected data/specimens, non-targeted surveys, program protocols)
    - □ Developmentally challenged
    - □ Economically or educationally disadvantaged
    - □ Other population
  
- **Total number of participants:**
  
  Provide the maximum total number of participants (or number of participant records, specimens, etc.) for whom you are seeking NYU approval. The number of participants is defined as the number of individuals who agree to participate (i.e., those who provide consent or whose records are accessed, etc.) even if all do not prove eligible or complete the study.
When all information has been updated, click “COMPLETE SUBMISSION” to submit to PI for certification.

*DO NOT DELETE ANY DOCUMENTS THAT ARE STILL BEING USED*

Only upload documents that have changes. Please include the date in the file name.
The submission will remain at "Awaiting Approvals" and will not go to the IRB until the PI has certified the Modification.
The PI can Certify the Modification by clicking here (refer to the start of the Modification guide for directions on navigating to this page)