Submitting an Amendment (Secondary Application)
* This slideshow will guide you through the process of submitting an amendment to an existing study.
Amendment to an Existing Study

Click “Start xForm” to access a list of secondary application available to an existing study.

Secondary application to an existing study can be accessed only via the study page of an existing study.
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Two ways to access the study page of your existing studies via Home page:

I. Access via “My Studies”
II. Access by searching via “Find Study”
Amendment to an Existing Study

I. Access via “My Studies”

Click “# active” or the study code to access the study page of studies that you are associated with, as a PI, Co-PI or a research team member.
Amendment to an Existing Study

II. Access by searching via “Find Study”
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To begin, click “Request for Amendment”
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Navigate through pages of the form by using a) functional buttons; or b) dropdown menu.

Basic information is automatically pulled from the initial application of the study.
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Check all applicable proposed changes, and questions will be directed by the answers given.

Built-in help text or guide is available throughout the xForm.
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Enter the IRBManager Account, if “Contact not found”, click here to add a new contact.

Attach CITI training certificate, required for all research personnel.

Click “Add” to save your entry.
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Enter your password to assure that information is accurate

Please note for non-PI submissions, your application will NOT be considered officially submitted until the Principal Investigator approves and submits the form.
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Click “Submit” to complete the form

Review the form completely before submitting. Changes cannot be made once an xForm is officially submitted unless the IRB requests changes.
A submission confirmation email will be sent to you shortly.
QUESTIONS/COMMENTS?

For questions/comments, please contact the Research Compliance Office:

RCOinfo@nyu.edu