UPDATING IRB STUDY DETAILS
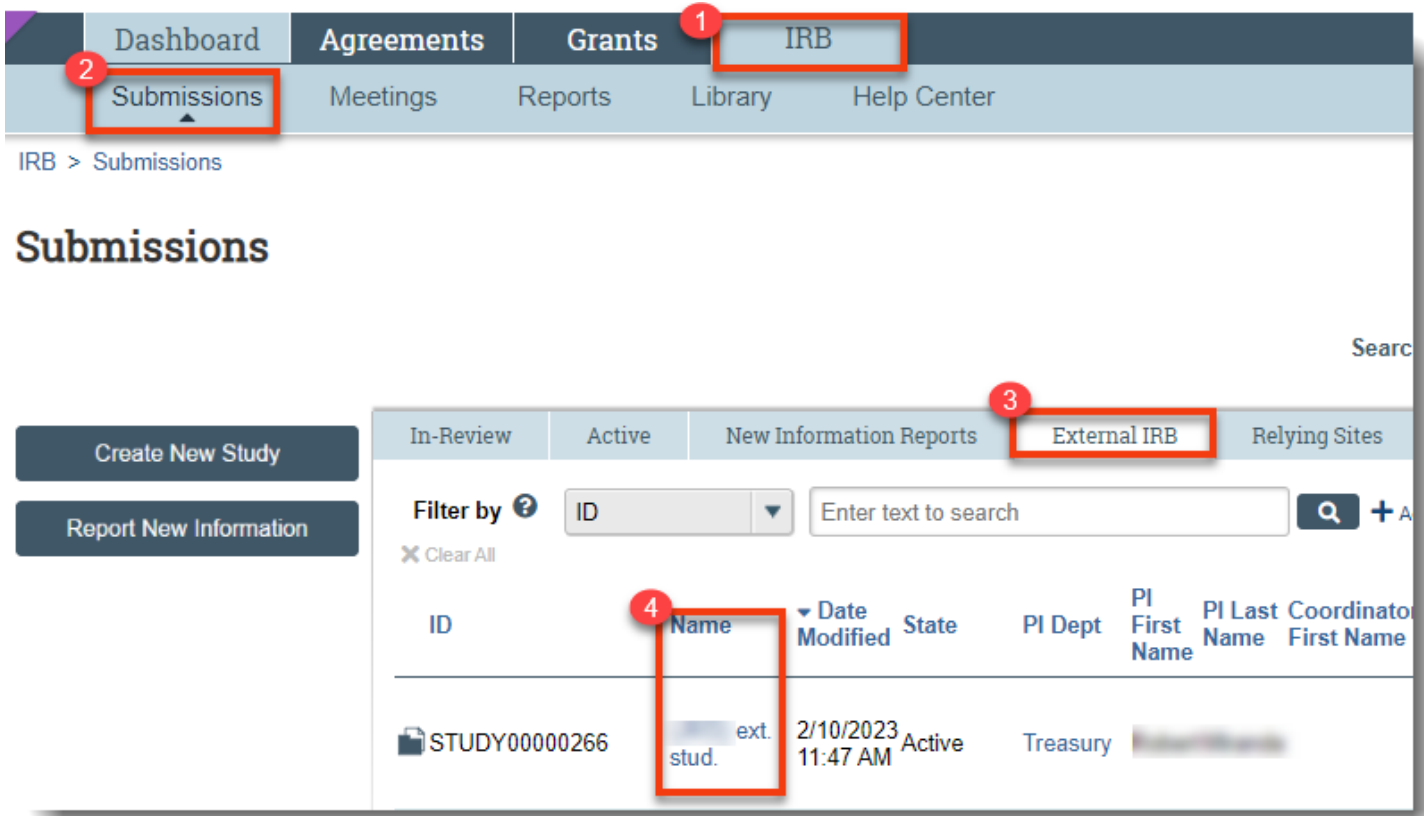
Browsers Currently Supported: Windows and Macintosh - Mozilla Firefox; Google Chrome *Please **do not** use Microsoft Internet Explorer or Microsoft Edge*	
When you log in with your Brown credentials, your landing page will be your Dashboard.	

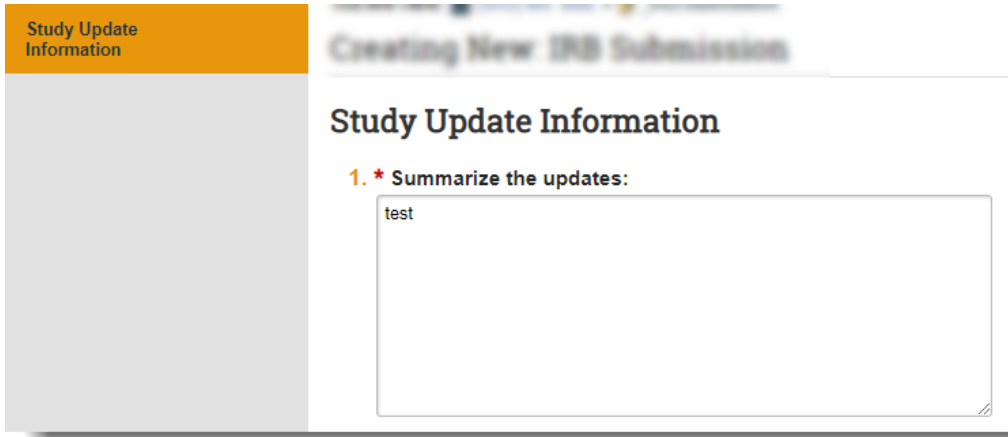| Step	Action to be Taken with Screenshot
1	1. Navigate to the **IRB** workspace, 2. Select **Submissions,** 3. Click on **External IRB** tab, 4. Open study
2	Select **Update Study Details** to edit only study related information ● *Note: when updating study details, the local IRB is only notified and it does not go through the single IRB review.*

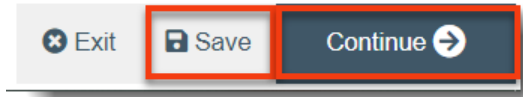|		
	Next Steps View Site Printer Version Create Site Modification Update Study Details Report New Information	
3	Complete all required questions on the **Study Update Information** page. **Study Update Information** Creating New IRB Submission **Study Update Information** 1. * Summarize the updates: test	
4	Click **Save** and **Continue**. ● *Note: Continue allows the user to move to the next page throughout the submission.* Exit Save Continue	
5	Complete all the required questions from the various pages provided. **Basic Study Information** External IRB Study Funding Sources Study Scope Study-Related Documents	
6	Click **Save** and **Continue**. ● *Note: **Continue** allows the user to move to the next page throughout the submission.*	

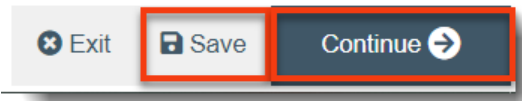|	
	● *To exit the submission from the last page, click **Finish** after selecting **Continue*** Exit Save Continue →
7	Select **Finalize Updates** and **OK** ● *Note: a certification page will appear for the PI to verify that the updated study record reflects what the external IRB has approved.* **Updating Study** Last updated: 2/10/2023 12:01 PM **Next Steps** Edit Study Details Printer Version ☑ Finalize Updates 👥 Manage Ancillary Reviews 💬 Add Comment ⊘ Discard (IRB - STUDY UPDATE) **EXTUPDATE00000007: Update** **Principal investigator:** Robert Miranda **Submission type:** Study Update **Primary contact:** Robert Miranda Updating Study → Updates Complete **Finalize Updates** By signing below you are verifying that: ▪ You have updated the study record only to reflect what the external IRB has approved. OK Cancel
8	The study moves in workflow from **Updating Study** to **Updates Complete** state ● *Note: an email notification will be sent to HRPP with the finalized updates.* Updating Study → Updates Complete