






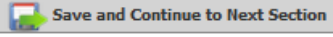
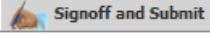

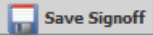
Submission Procedure for iRIS-Submitted Proposal Modifications

Notes to PI/IACUC Protocol Manager

- To add or remove Proposal participants, including changes to the Principal Investigator, you must use the “Click here to add or remove personnel” form. Participant changes cannot be submitted through a modification.

- Log into iRIS at <https://iris.louisville.edu/>.
- Click .
- Click . You will be directed to the “My Studies” page.
- Navigate to the approved Proposal to be modified and click  under “Click to open”. You will be directed to the “Submissions” page.
- Under the heading “IACUC Forms”, hover over and click . You will be directed to the “Click Here to Modify an Approved IACUC Protocol” page.
- Click . You will be directed to the “Modification of an Approved Proposal” page.
- Please check to make sure the information is correct in Section 1.1 Proposal Information. If any of the information is incorrect, please notify the IACUC office by calling 852-7307 or sending an email to iacuc@louisville.edu stating the information which is incorrect. Please note that the Proposal Title can be changed during the modification process and should be submitted with the modification request.
- In Section 1.2 Type of Modification, place a check in each box for the different types of modifications requested.
- In Section 1.3, type in a brief description/rationale for the requested changes. This will serve as the cover letter.
- In Section 1.4, click . A pop-up window will appear.
- In the “Attaching Study Application” page, click .
- Confirm that you want to create a revision by clicking “OK”, “Yes”, or other affirmation provided by your browser. A new, unapproved version of the approved Proposal will appear.
- Staying in the “Section View of Application,” make all necessary revisions to the Proposal in each appropriate section. Remember to save the section prior to moving on to a different section.
- Once all appropriate sections have been modified, navigate to and click Section 31 “End of Form”.
- Click . You will be directed back to the Modification form.
- Verify that the new version of the Proposal appears in Section 1.4 as in this example:

| Remove | Show Rev. | Edit/View | Version | Title |
|---|---|---|---------|--|
|  |  |  | 1.5 | IACUC Application (Version 1.5) - Attached |

17. In Section 1.5, you have the option to attach any other study documents for IACUC review (e.g., SHAD, humane endpoint criteria). Click “Add a New Document” to attach a document that has not previously been uploaded to iRIS; click “Select or Revise Existing” to attach a document already associated with this protocol.
18. Click  at the top of the page. You will be directed to the “Form has been Completed!” page.
19. Click . You will be directed to the “Submission Routing Signoff Sheet” page. Navigate through the submission routing signoff until you have the option to  to approve the submission.
20. Enter your Ulink UserID and Password in the required locations.
21. Click . You are finished!
22. Your modification submission is sent to the IACUC office for processing and review.
23. If stipulations are sent back for any part of the modification to be clarified, refer to the stipulation response instruction sheet found on the IACUC website: <http://louisville.edu/research/iacuc/protocol-management>