

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

This guide shows the Kuali system steps to create and submit an Amendment Request for a Converted (Migrated) Protocol.

IMPORTANT: For converted (migrated) protocols, as noted on the Amendment Request form, changes beyond personnel changes will require you to complete the entire Kuali IRB application form in order to fully capture the details of the study into the Kuali system. The completion of the full Kuali form will only need to be done **one time** upon the first amendment request (beyond study personnel). Future amendments will allow you to directly update the Kuali form sections.

Sections in this guide:

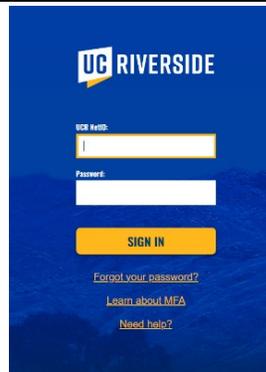
- [Access Kuali Protocols](#)
- [Locate Existing Approved Protocol](#)
- [Create an Amendment](#)
- [Fill Out the Amendment Form](#)
- [Update the Protocol](#)
- [Unlocking Protocol Sections](#)
- [Access Previously Approved Documents](#)
- [Updating Study Personnel](#)
- [Submitting the Amendment Request as PI](#)
- [Routing to Principal Investigator/Faculty Advisor](#)
- [Submitting Amendment After Receiving Notification to Submit](#)
- [Personnel ONLY Changes Amendment Requests](#)

Access Kuali Protocols

- Direct Link:
<https://ucr.kuali.co/protocols/portal/protocols>

You will be prompted to enter your UCR NetID and password.

PLEASE NOTE: The Amendment Request can be filled out by students or other members of the research team. However, formal submission to the IRB must be done by the listed Principal Investigator or Faculty Advisor.



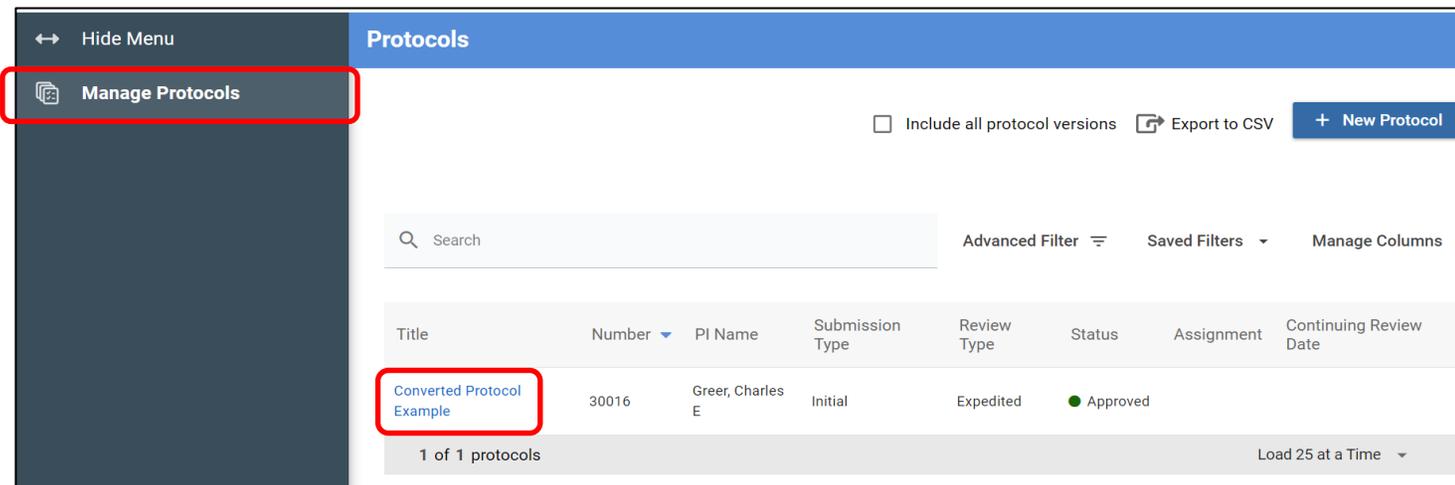
Locate Existing Approved Protocol

Once logged in, you will be directed to the **'Manage Protocols'** page.

Your existing IRB and IACUC (AUP) protocols, if any, will be listed on this page.

Locate the IRB protocol you would like to amend. The **'Status'** must either be **'Approved'** or **'Exempt'**.

Click on the **Title**.



Title	Number	PI Name	Submission Type	Review Type	Status	Assignment	Continuing Review Date
Converted Protocol Example	30016	Greer, Charles E	Initial	Expedited	Approved		

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Create an Amendment

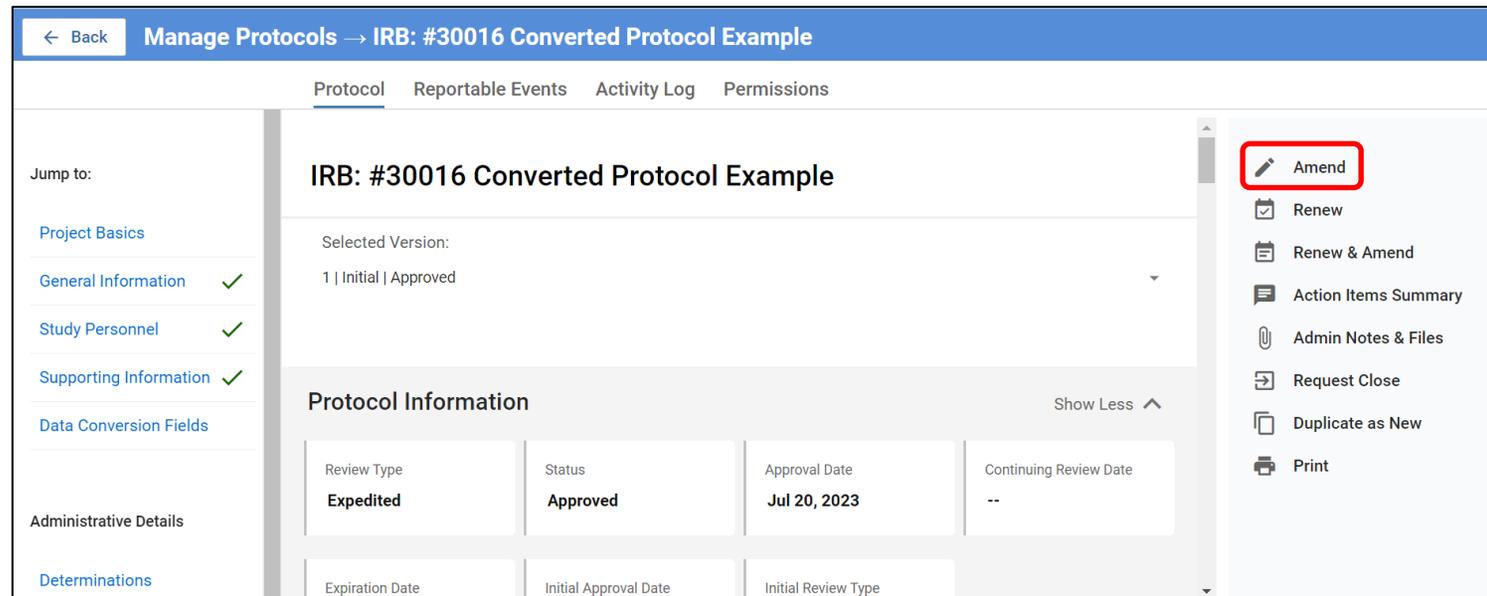
In the right-side menu, you will have the actions available for this protocol.

Click on ‘Amend’.

NOTE: You are also able to request an amendment when submitting your renewal by clicking on ‘Renew & Amend’. Please note that because these requests, Renewal and Amendment, are submitted together, approval must also be processed together. Therefore, any delays in reviewing one request, such as the amendment, will result in delays for approving the renewal. If selecting ‘Renew & Amend’, the Amendment procedures outlined in this guide still apply in addition to completing questions for the Renewal.

An **Amendment Creation** window will pop up.

The sections available are limited to what is currently available in the limited converted record.



← Back Manage Protocols → IRB: #30016 Converted Protocol Example

Protocol Reportable Events Activity Log Permissions

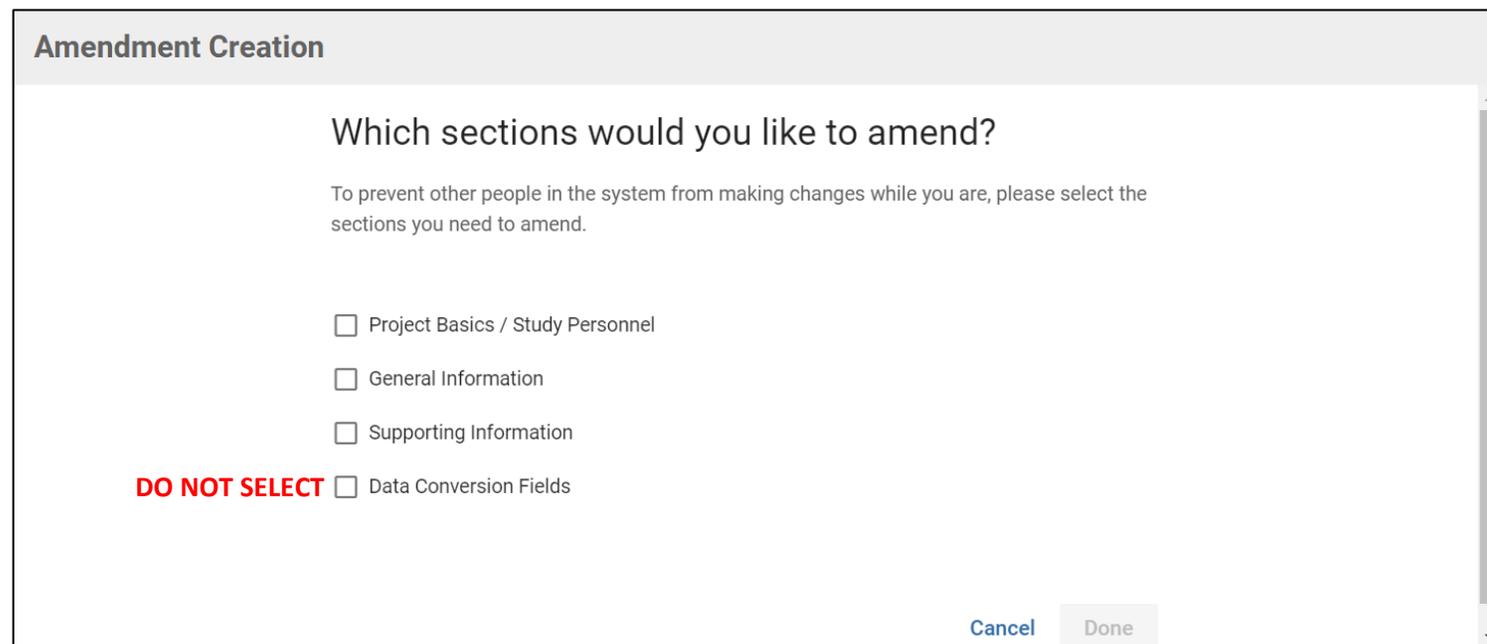
Jump to: IRB: #30016 Converted Protocol Example

Selected Version: 1 | Initial | Approved

Protocol Information Show Less ^

Review Type Expedited	Status Approved	Approval Date Jul 20, 2023	Continuing Review Date --
Expiration Date	Initial Approval Date	Initial Review Type	

- Amend
- Renew
- Renew & Amend
- Action Items Summary
- Admin Notes & Files
- Request Close
- Duplicate as New
- Print



Amendment Creation

Which sections would you like to amend?

To prevent other people in the system from making changes while you are, please select the sections you need to amend.

- Project Basics / Study Personnel
- General Information
- Supporting Information
- DO NOT SELECT** Data Conversion Fields

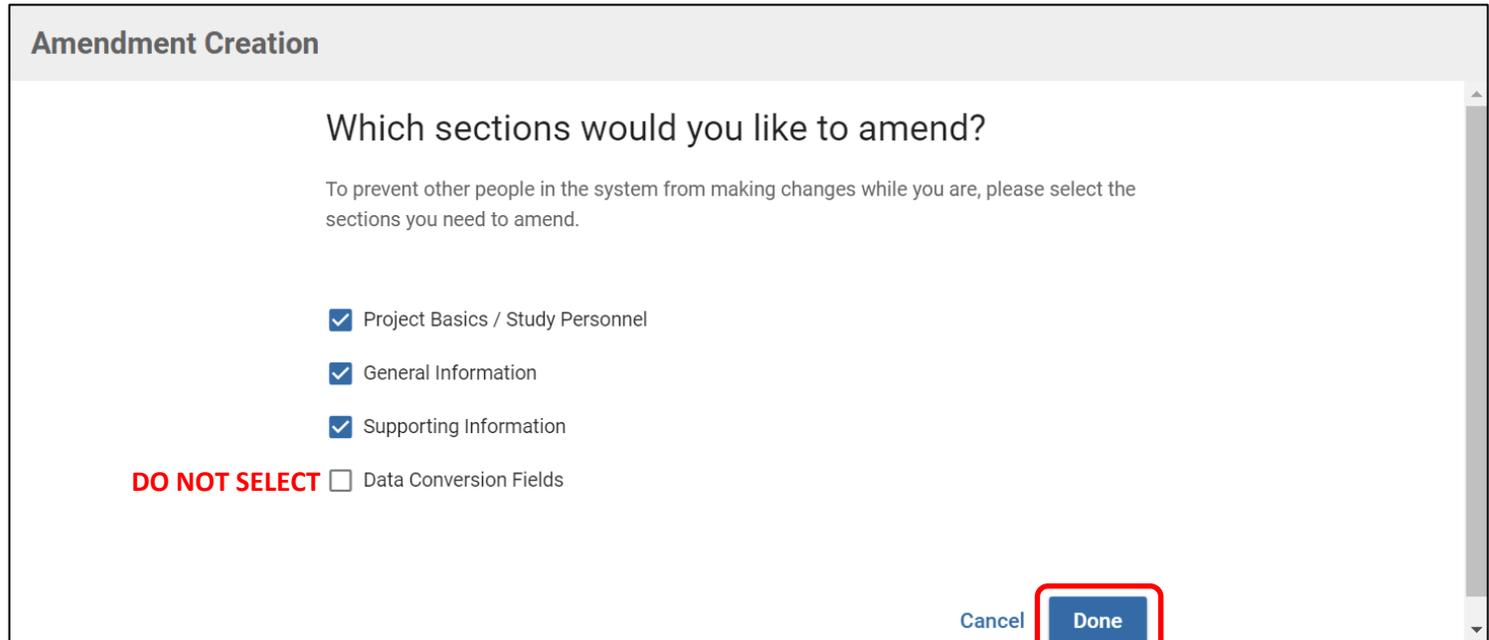
Cancel Done

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If you will be making changes to beyond personnel changes, please check the 3 sections: **Project Basics/Study Personnel, General Information** and **Supporting Information**.

Do not select Data Conversion Fields.

Click **‘Done’**.

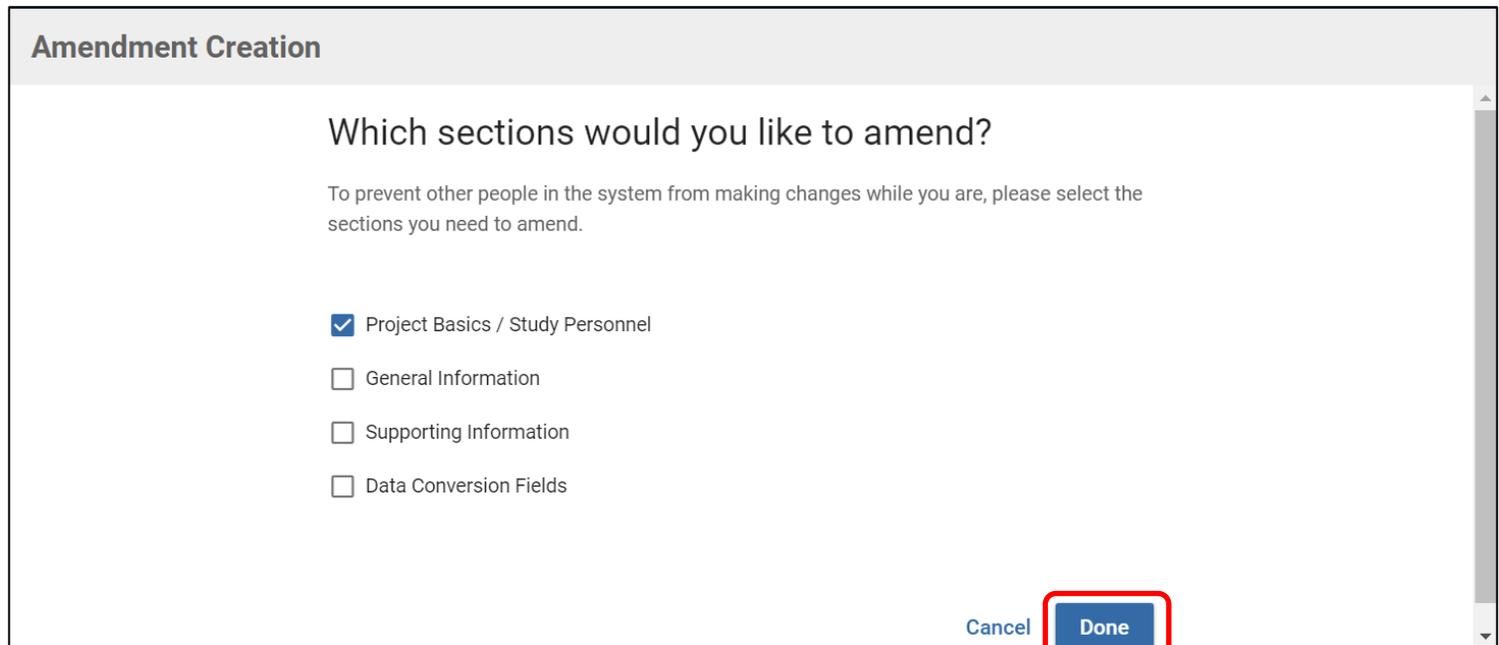


For **Personnel Only** changes, select **‘Project Basics / Study Personnel’**.

Do not select Data Conversion Fields.

Click **‘Done’**.

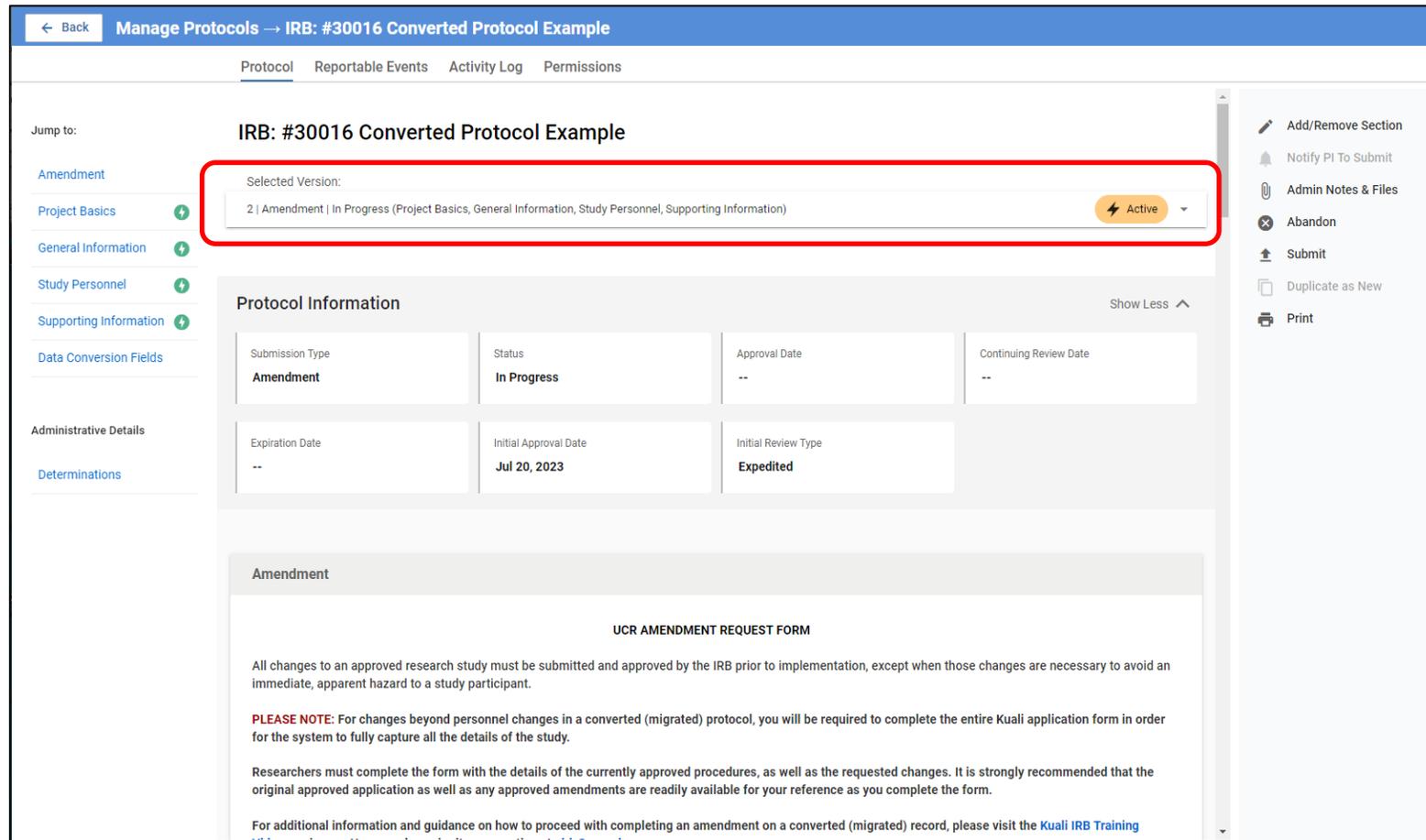
For the remaining steps in Personnel Only Amendment Requests, skip to the [‘Personnel Only Amendment’](#) section.



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A new protocol version will be created for the Amendment.

NOTE: These protocol versions will continue accumulate as actions are taken on the protocol (e.g., additional amendments, renewals). When making future amendments, you want to ensure you are selecting the latest approved version of the protocol to update.



← Back **Manage Protocols** → IRB: #30016 Converted Protocol Example

Protocol Reportable Events Activity Log Permissions

Jump to: **IRB: #30016 Converted Protocol Example**

Selected Version: 2 | Amendment | In Progress (Project Basics, General Information, Study Personnel, Supporting Information) ⚡ Active

Amendment

Project Basics General Information Study Personnel Supporting Information Data Conversion Fields

Administrative Details Determinations

Protocol Information Show Less

Submission Type Amendment	Status In Progress	Approval Date --	Continuing Review Date --
Expiration Date --	Initial Approval Date Jul 20, 2023	Initial Review Type Expedited	

Amendment

UCR AMENDMENT REQUEST FORM

All changes to an approved research study must be submitted and approved by the IRB prior to implementation, except when those changes are necessary to avoid an immediate, apparent hazard to a study participant.

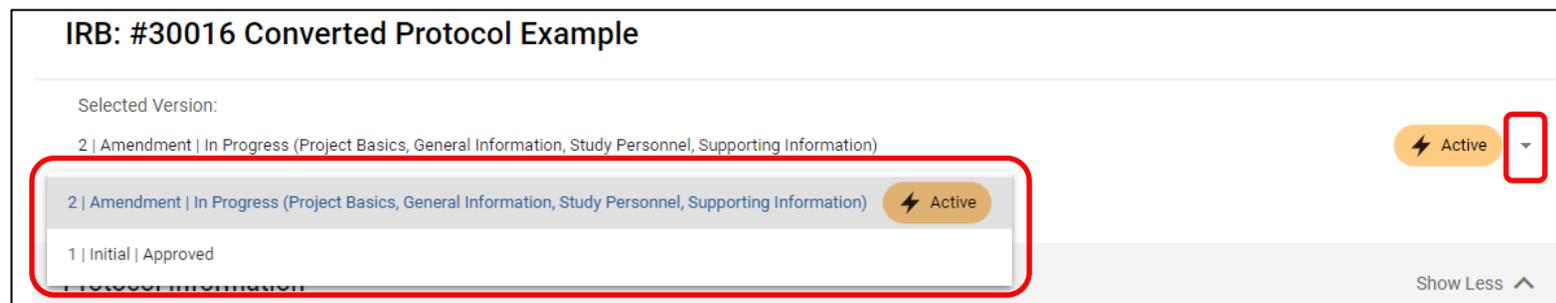
PLEASE NOTE: For changes beyond personnel changes in a converted (migrated) protocol, you will be required to complete the entire Kuali application form in order for the system to fully capture all the details of the study.

Researchers must complete the form with the details of the currently approved procedures, as well as the requested changes. It is strongly recommended that the original approved application as well as any approved amendments are readily available for your reference as you complete the form.

For additional information and guidance on how to proceed with completing an amendment on a converted (migrated) record, please visit the [Kuali IRB Training](#)

You can toggle through protocol versions using the drop down.

Click on the drop down arrow, and select the version you would like to view.



IRB: #30016 Converted Protocol Example

Selected Version:

2 | Amendment | In Progress (Project Basics, General Information, Study Personnel, Supporting Information) ⚡ Active

2 | Amendment | In Progress (Project Basics, General Information, Study Personnel, Supporting Information) ⚡ Active

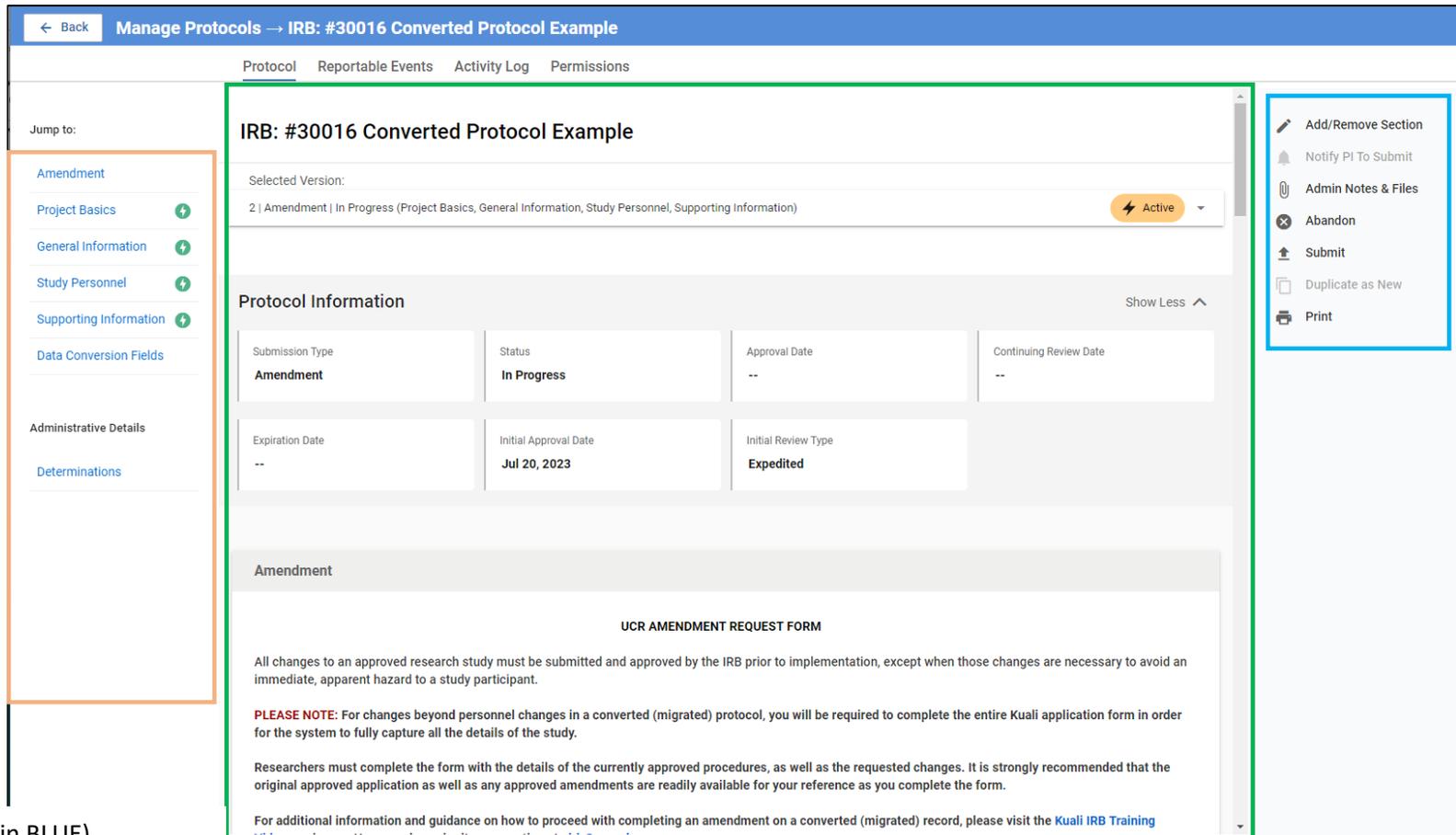
1 | Initial | Approved

Show Less

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

The different sections of the form are listed on the left-side menu (highlighted in ORANGE). Using the left-side menu, you can navigate to each section by click on its name.

The body of the form (highlighted in GREEN) allows you to scroll through the entire form.



The screenshot shows the 'Manage Protocols' interface for 'IRB: #30016 Converted Protocol Example'. The left sidebar menu (highlighted in orange) includes sections like 'Amendment', 'Project Basics', 'General Information', 'Study Personnel', 'Supporting Information', 'Data Conversion Fields', 'Administrative Details', and 'Determinations'. The main content area (highlighted in green) displays protocol information such as 'Submission Type: Amendment', 'Status: In Progress', 'Approval Date: --', and 'Continuing Review Date: --'. Below this is the 'Amendment' section with the heading 'UCR AMENDMENT REQUEST FORM' and a 'PLEASE NOTE' section. The right-hand menu (highlighted in blue) contains actions like 'Add/Remove Section', 'Notify PI To Submit', 'Admin Notes & Files', 'Abandon', 'Submit', 'Duplicate as New', and 'Print'.

In the right-hand menu (highlighted in BLUE), researchers will have access to the functions:

- **Notify PI to Submit** – available if the submitter is not the listed PI or Faculty Advisor
- **Submit** – official submission to the IRB office; only available to the listed PI or Faculty Advisor
- **Abandon** – Cancels the submission. Protocols that are abandoned before submission cannot be edited, but can be viewed as read-only.
- **Duplicate as New** – Create a copy of the protocol to use as a new submission
- **Print**

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

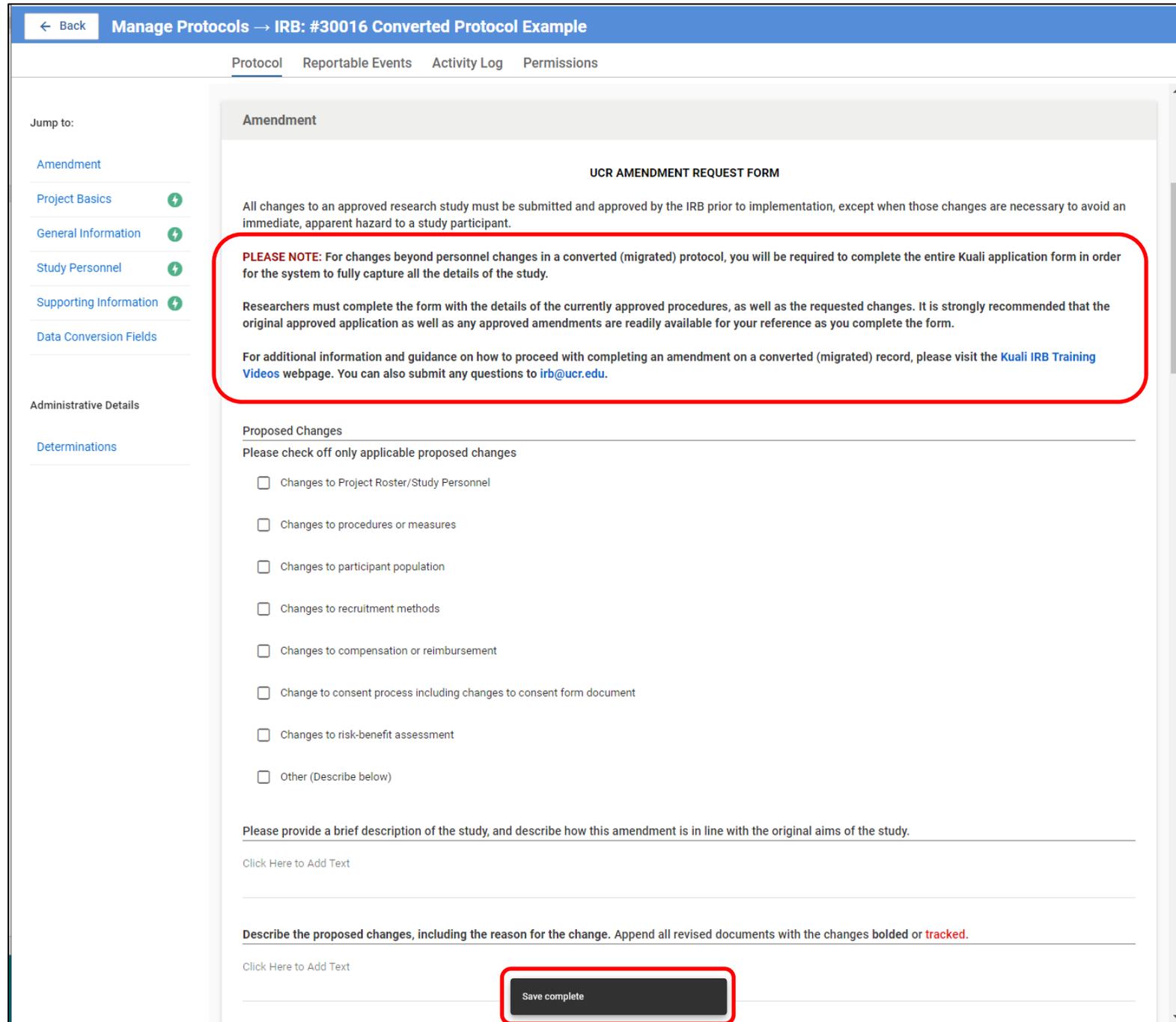
Fill out the Amendment Form

The Amendment Request Form will appear as the first section.

IMPORTANT: For converted (migrated) protocols, as noted on the Amendment Request form, changes beyond personnel changes will require you to complete the entire Kuali IRB application form in order to fully capture the details of the study into the Kuali system. The completion of the full Kuali form will only need to be done **one time** upon the first amendment request (beyond study personnel). Future amendments will allow you to directly update the Kuali form sections.

As you fill out the form, the system will auto save. You will see a ‘Save Complete’ pop up.

IMPORTANT: If you plan to exit out of the protocol before submitting to the IRB, please be sure that ‘Save Complete’ pop up appears on your latest edit before exiting.



The screenshot shows the 'Amendment' section of the Kuali IRB system. The breadcrumb trail is 'Manage Protocols → IRB: #30016 Converted Protocol Example'. The main heading is 'Amendment' and the sub-heading is 'UCR AMENDMENT REQUEST FORM'. A red box highlights a 'PLEASE NOTE' section which states: 'For changes beyond personnel changes in a converted (migrated) protocol, you will be required to complete the entire Kuali application form in order for the system to fully capture all the details of the study. Researchers must complete the form with the details of the currently approved procedures, as well as the requested changes. It is strongly recommended that the original approved application as well as any approved amendments are readily available for your reference as you complete the form. For additional information and guidance on how to proceed with completing an amendment on a converted (migrated) record, please visit the Kuali IRB Training Videos webpage. You can also submit any questions to irb@ucr.edu.' Below this is a 'Proposed Changes' section with a list of checkboxes: 'Changes to Project Roster/Study Personnel', 'Changes to procedures or measures', 'Changes to participant population', 'Changes to recruitment methods', 'Changes to compensation or reimbursement', 'Change to consent process including changes to consent form document', 'Changes to risk-benefit assessment', and 'Other (Describe below)'. There are two text input fields with 'Click Here to Add Text' links. At the bottom, a 'Save complete' button is highlighted with a red box.

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Identify the proposed changes that will be included in this amendment by checking off the applicable changes.

Provide responses to the amendment questions and include your certification if you are completing the form as the listed Principal Investigator or Faculty Advisor.

IMPORTANT:

For studies that will be led by a researcher who is **NOT** PI eligible, the Certification must be completed by the Faculty Advisor/Sponsor.

Similarly, for submissions where a designate (e.g., administrator) is completing the form on behalf of the Principal Investigator, the Certification must be completed by the PI.

The system will allow you to leave this check box **blank** as you will need to route the submission to the listed PI / Faculty Advisor.

Amendment
 All changes to an approved research study must be submitted and approved by the IRB prior to implementation, except when those changes are necessary to avoid an immediate, apparent hazard to a study participant.

PLEASE NOTE: For changes beyond personnel changes in a converted (migrated) protocol, you will be required to complete the entire Kuali application form in order for the system to fully capture all the details of the study.

Researchers must complete the form with the details of the currently approved procedures, as well as the requested changes. It is strongly recommended that the original approved application as well as any approved amendments are readily available for your reference as you complete the form.

For additional information and guidance on how to proceed with completing an amendment on a converted (migrated) record, please visit the [Kuali IRB Training Videos](#) webpage. You can also submit any questions to irb@ucr.edu.

Proposed Changes
 Please check off only applicable proposed changes

- Changes to Project Roster/Study Personnel
- Changes to procedures or measures
- Changes to participant population
- Changes to recruitment methods
- Changes to compensation or reimbursement
- Change to consent process including changes to consent form document
- Changes to risk-benefit assessment
- Other (Describe below)

Please provide a brief description of the study, and describe how this amendment is in line with the original aims of the study.

Example description text for amendment

Describe the proposed changes, including the reason for the change. Append all revised documents with the changes bolded or tracked.

Example description text for proposed changes

Provide your Certification Below

- As the PRINCIPAL INVESTIGATOR / FACULTY ADVISOR, I confirm that the information within this form is accurate and complete.

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Update the Protocol

Following the Amendment Certification, you will then be able to update the protocol sections.

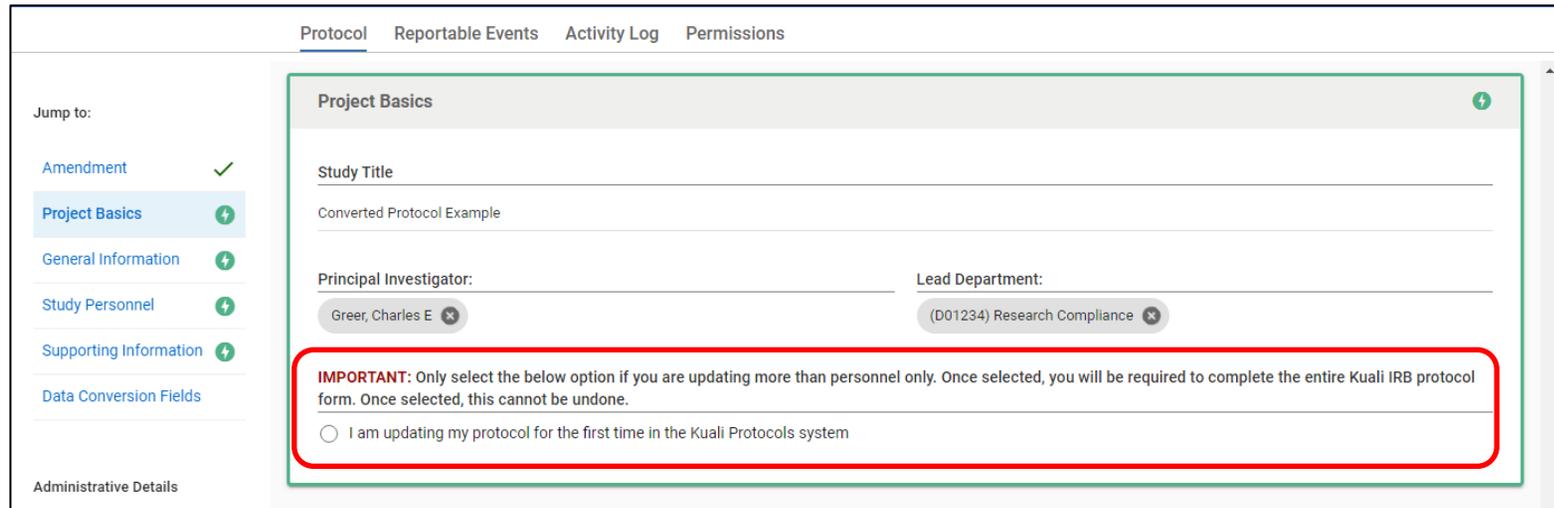
IMPORTANT: The Project Basics section contains an option for you to indicate if you will be updating the protocol beyond personnel. Once selected, you cannot un-select it.

Once Selected, all sections of the full Kuali IRB Protocol Form will be available for you to complete.

Once selected, additional questions in the Project Basics section will appear, specifically, **Submission Type**.

Respond to all the new questions.

For Submission Type, select ‘**IRB Human Subjects Review**’.



Protocol | Reportable Events | Activity Log | Permissions

Jump to:

- Amendment ✓
- Project Basics** +
- General Information +
- Study Personnel +
- Supporting Information +
- Data Conversion Fields

Administrative Details

Project Basics +

Study Title

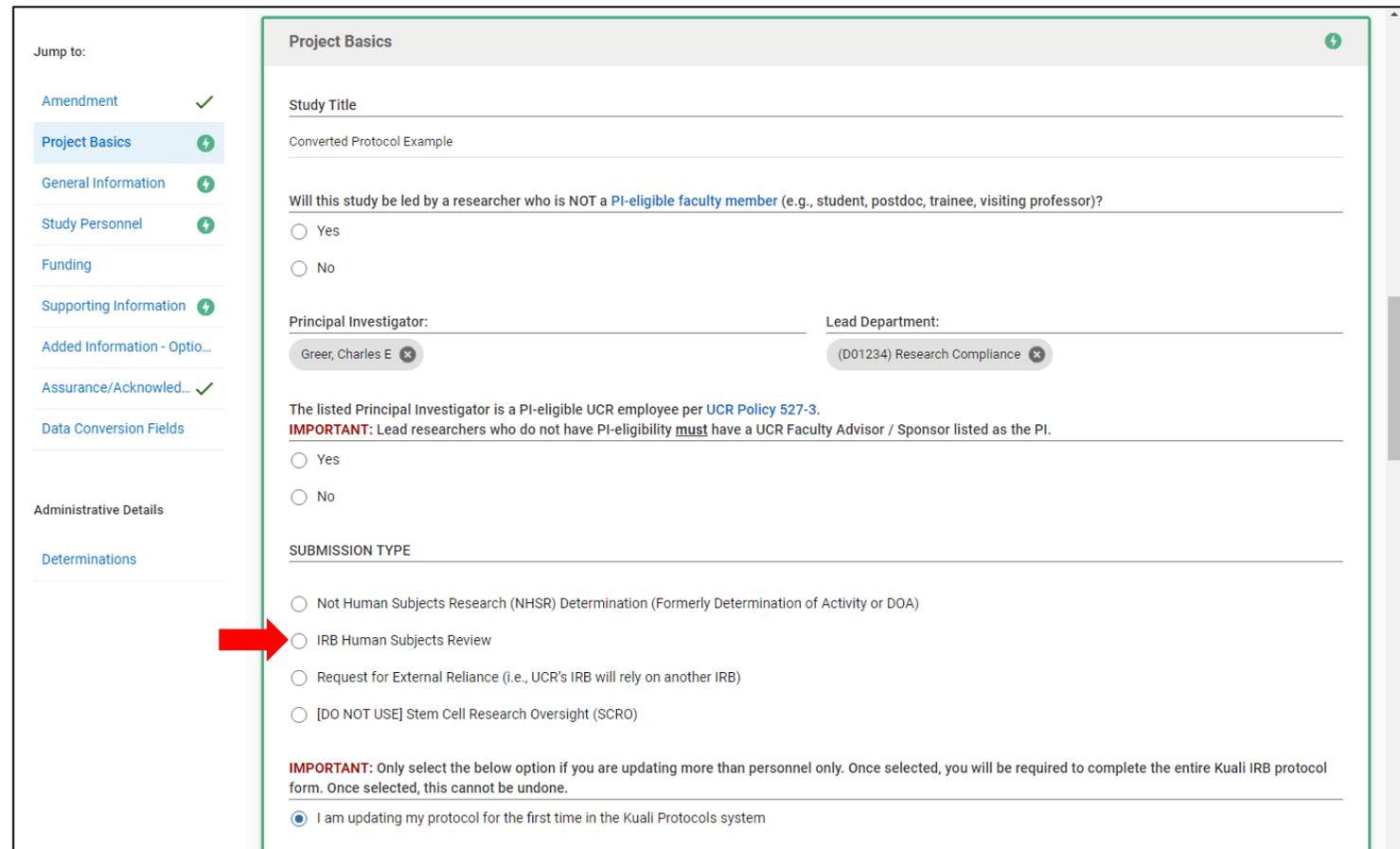
Converted Protocol Example

Principal Investigator: Greer, Charles E ✕

Lead Department: (D01234) Research Compliance ✕

IMPORTANT: Only select the below option if you are updating more than personnel only. Once selected, you will be required to complete the entire Kuali IRB protocol form. Once selected, this cannot be undone.

I am updating my protocol for the first time in the Kuali Protocols system



Jump to:

- Amendment ✓
- Project Basics** +
- General Information +
- Study Personnel +
- Funding
- Supporting Information +
- Added Information - Optio...
- Assurance/Acknowled... ✓
- Data Conversion Fields

Administrative Details

Determinations

Project Basics +

Study Title

Converted Protocol Example

Will this study be led by a researcher who is NOT a PI-eligible faculty member (e.g., student, postdoc, trainee, visiting professor)?

Yes

No

Principal Investigator: Greer, Charles E ✕

Lead Department: (D01234) Research Compliance ✕

The listed Principal Investigator is a PI-eligible UCR employee per UCR Policy 527-3.
IMPORTANT: Lead researchers who do not have PI-eligibility must have a UCR Faculty Advisor / Sponsor listed as the PI.

Yes

No

SUBMISSION TYPE

Not Human Subjects Research (NHSR) Determination (Formerly Determination of Activity or DOA)

IRB Human Subjects Review

Request for External Reliance (i.e., UCR's IRB will rely on another IRB)

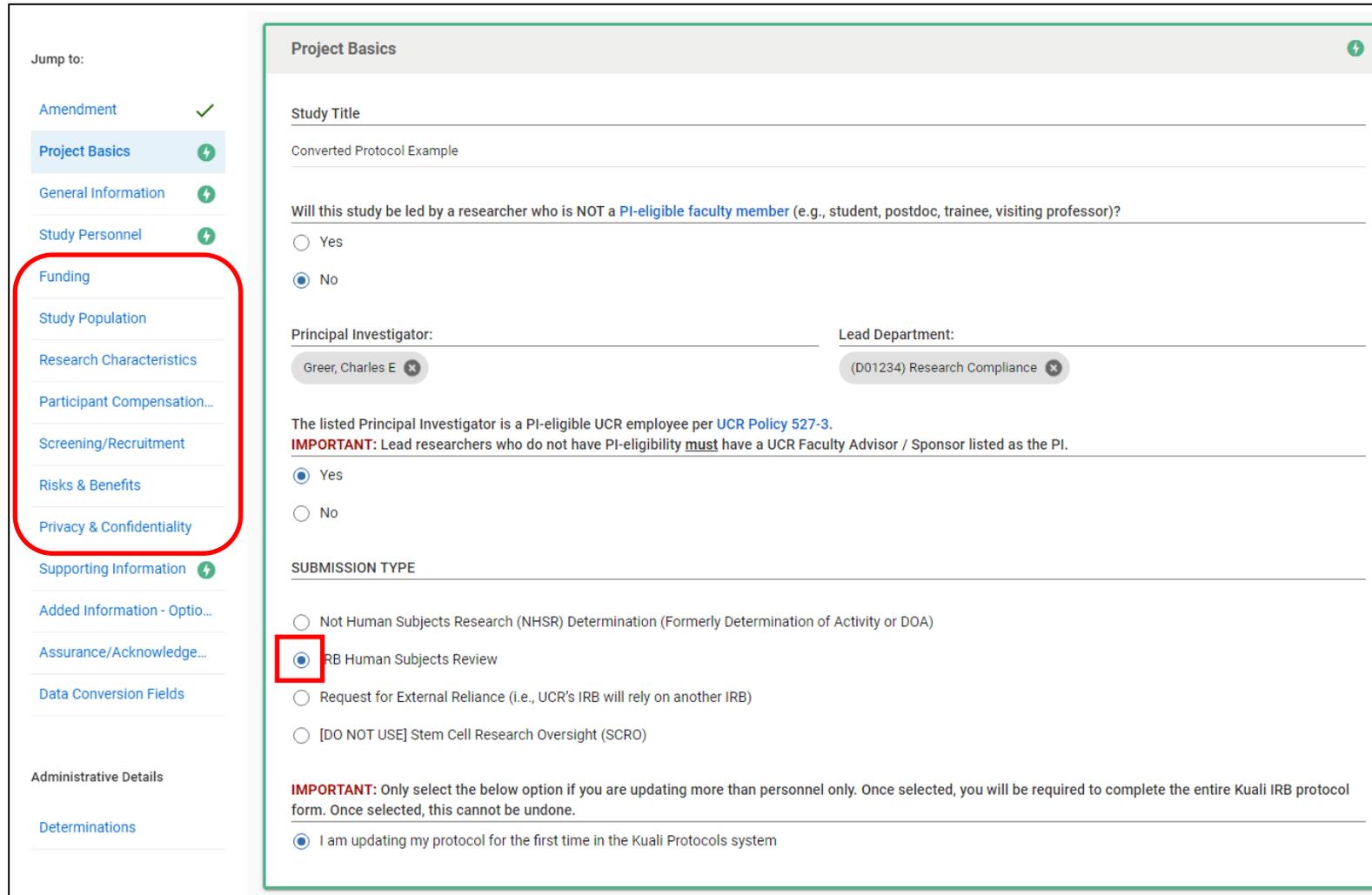
[DO NOT USE] Stem Cell Research Oversight (SCRO)

IMPORTANT: Only select the below option if you are updating more than personnel only. Once selected, you will be required to complete the entire Kuali IRB protocol form. Once selected, this cannot be undone.

I am updating my protocol for the first time in the Kuali Protocols system

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

When 'IRB Human Subjects Review' is selected, additional protocol sections will appear.



Jump to:

- Amendment ✓
- Project Basics** ⚡
- General Information ⚡
- Study Personnel ⚡
- Funding**
- Study Population
- Research Characteristics
- Participant Compensation...
- Screening/Recruitment
- Risks & Benefits
- Privacy & Confidentiality
- Supporting Information ⚡
- Added Information - Optio...
- Assurance/Acknowledge...
- Data Conversion Fields

Administrative Details

- Determinations

Project Basics

Study Title

Converted Protocol Example

Will this study be led by a researcher who is NOT a PI-eligible faculty member (e.g., student, postdoc, trainee, visiting professor)?

Yes

No

Principal Investigator: Greer, Charles E ✕

Lead Department: (D01234) Research Compliance ✕

The listed Principal Investigator is a PI-eligible UCR employee per [UCR Policy 527-3](#).

IMPORTANT: Lead researchers who do not have PI-eligibility must have a UCR Faculty Advisor / Sponsor listed as the PI.

Yes

No

SUBMISSION TYPE

Not Human Subjects Research (NHSR) Determination (Formerly Determination of Activity or DOA)

IRB Human Subjects Review

Request for External Reliance (i.e., UCR's IRB will rely on another IRB)

[DO NOT USE] Stem Cell Research Oversight (SCRO)

IMPORTANT: Only select the below option if you are updating more than personnel only. Once selected, you will be required to complete the entire Kuali IRB protocol form. Once selected, this cannot be undone.

I am updating my protocol for the first time in the Kuali Protocols system

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

Unlocking Protocol Sections

As you scroll through the form to these new sections, you will note that they are not immediately available for you to edit.

You will need to unlock any new sections that appear that does not have a **Green Lightning** next to it.

To unlock a section, click on **'Add/Remove Section'** in the right-side menu.

The screenshot shows the 'Funding' section of a protocol form. The left sidebar lists sections: Amendment (checked), Project Basics (+), General Information (+), Study Personnel (+), Funding (selected), Study Population, Research Characteristics, Participant Compensation..., Screening/Recruitment, Risks & Benefits, Privacy & Confidentiality, and Supporting Information (+). The main content area has three sections: 'Funding' with a text input field, 'Study Population' with two text input fields, and 'Research Characteristics' with a text input field. The right sidebar menu includes: Add/Remove Section (highlighted in a red box), Notify PI To Submit, Admin Notes & Files, Abandon, Submit, Duplicate as New, and Print.

The **'Amendment Creation'** window will appear with the new sections included.

Check all the sections except Data Conversion Fields.

Click on **'Done'**.

The image shows two 'Amendment Creation' windows. Both windows ask 'Which sections would you like to amend?' and include a warning: 'To prevent other people in the system from making changes while you are, p sections you need to amend.' The left window shows a list of sections with checkboxes: Project Basics / Study Personnel (checked), General Information (checked), Funding (unchecked), Study Population (unchecked), Research Characteristics (unchecked), Participant Compensation / Costs (unchecked), Screening/Recruitment (unchecked), Risks & Benefits (unchecked), Privacy & Confidentiality (unchecked), Supporting Information (checked), Added Information - Optional (unchecked), Assurance/Acknowledgement (unchecked), and Data Conversion Fields (unchecked). The right window shows the same list, but 'Data Conversion Fields' is checked. A red arrow points from the left window to the right window, with the text 'DO NOT SELECT' written in red below the arrow. The 'Done' button in the right window is highlighted in a red box.

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

All the sections will now be available for editing (i.e., has a **Green Lightning** next to name).

IMPORTANT: Depending on your responses to certain questions, additional sections may appear, and you will need to unlock those new sections using the **'Add/Remove Section'** button.

Complete the protocol ensuring that the details are consistent with the original approved IRB application and any applicable approved amendments.

Researchers are encouraged to have their original approved documents readily available for reference as they complete the Kuali protocol form.

Jump to:

- Amendment ✓
- Project Basics ⚡
- General Information ⚡
- Study Personnel ⚡
- Funding ⚡
- Study Population ⚡
- Research Characteristi... ⚡
- Participant Compensat... ⚡
- Screening/Recruitment ⚡
- Risks & Benefits ⚡
- Privacy & Confidentiality ⚡
- Supporting Information ⚡
- Added Information - O... ⚡
- Assurance/Acknowled... ⚡
- Data Conversion Fields

Administrative Details

- Determinations

Funding ⚡

Choose the option that describes the funding for this project.

- External to UCR
- Gift
- Internal to UCR (e.g. Departmental, Academic Senate)
- Other (e.g. Personal Funds, Faculty Advisor Funds)
- Link to Kuali Research Proposal or Award (Effective After July 1st 2023)
- None

Study Population ⚡

Indicate the projected number of participants expected to be enrolled (i.e. sign consent) or the projected number of existing records/data/biospecimens to be accessed/collected/received by UCR Study Team

[Click Here to Add Number](#)

Indicate whether any of the following populations will be specifically recruited:

Select all that apply.

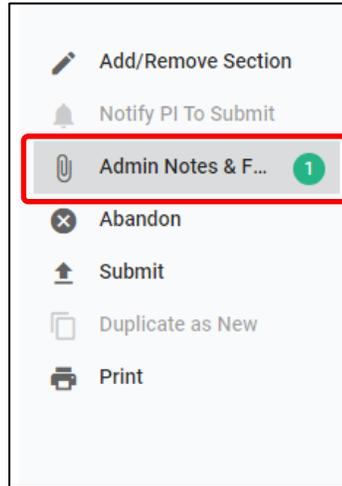
- Not applicable - No direct contact with research participants
- Participants 18 years old or older
- Participants under the age of 18 (Minors)
- Wards
- Pregnant women/human fetuses
- Neonates
- Use of Fetal tissue
- Individuals with Cognitive Impairments

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Access Previously Approved Documents

Previously approved applications, amendments, and renewals will be uploaded to each migrated record.

You can access these documents by clicking on ‘Admin Notes & Files’ in the right-side menu of your protocol.

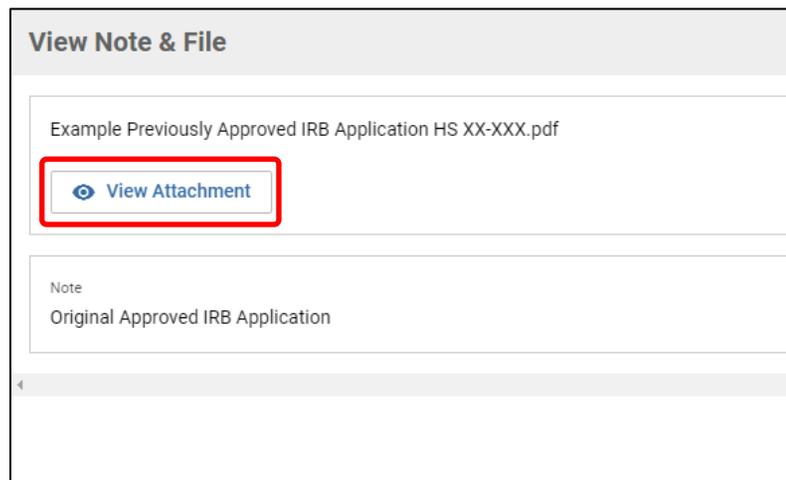


Click on the **file name** you would like to view.

NOTE: If your previously approved documents are not uploaded in the **Admin Notes & Files**, please contact the IRB Office (irb@ucr.edu).

Admin Notes & Files			
File	Note	Date Added	Added By
Example Previously Approved IRB Application HS XX-XXX.pdf	Original Approved IRB Application	Jul 27, 2023 12:28 AM	Castro, Lorraine Joy

Click on ‘**View Attachment**’.



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The file will display in a document viewer that you can toggle through.

You can also download a copy for your records.

Example Previously Approved IRB Application HS XX-XXX.pdf

For use by ORI only:
Expedited #7: HS-XX-XXX

UCRIVERSIDE UNIVERSITY OF CALIFORNIA

IRB Designate Approval:
APPROVED

IRB Application for Use of Human Participants/subjects in research

(For use by UCR faculty researchers, students, visiting professors, and postdocs)

I – General information
This IRB application must be typed out and submitted via e-mail (irb@ucr.edu) along with all the appendices and signatures. All the applicable questions should be answered. Do not delete or alter any questions on this application form. Try to follow the suggested length requirements and focus on ethical issues. There are embedded resources and tools on our website and throughout this IRB application. **Hand-written applications will not be accepted.**

1. Title of Research Study
[Text input field]

2. Researcher (e.g., UCR faculty, student, postdoc, visiting professor)

Title (e.g., Dr., Mr., etc.):	Name:
Department:	
Phone:	Institutional e-mail:
Alternate contact (e.g., research coordinator, department administrator) name:	Alternate contact Institutional e-mail:

3. UCR Status

Faculty (50% or f/t) <input type="checkbox"/>	Doctoral <input type="checkbox"/>	Masters <input type="checkbox"/>	Undergrad <input type="checkbox"/>	Post-Doctoral <input type="checkbox"/>
Visiting professor/External researcher <input type="checkbox"/>	Other <input type="checkbox"/> (specify:)			

4. UCR Faculty Advisor or Sponsor

a) List the UCR Faculty Advisor or Sponsor. Advisor or Sponsor **must** meet PI eligibility as defined by [UCR Policy #527-3](#). (Q4a is to be filled out only if the person in Q2 is a UCR student, trainee, postdoc, or visiting scholar; for faculty research, this question should be blank):

Title (e.g., Dr., Prof):	Name:
Department:	Email:

b) Department Information (for UCR faculty or Faculty advisor)
Department chair name: [Text input field]

Office of Research Integrity – irb@ucr.edu
Version Date: Jan 19-19

1

Navigation: Previous Page | Page 1 of 1 | **Next Page →** | Zoom In | Zoom Out | **Download** | Close

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Updating Study Personnel

When updating the ‘Study Personnel’ section for the very first time, please ensure that all personnel are listed in the table.

The initial conversion into the Kuali system only allowed the study PI, Lead Researcher and/or Faculty advisor to be listed in the table.

You will need to update the table to ensure that the personnel list matches the list under the Data Conversion Fields.

Study Personnel +

List all UCR affiliated personnel conducting the research and provide the requested information.

1. Click + [Add Line](#) to insert additional personnel.
2. Click the [Edit Pencil](#) to edit/update personnel info.
3. To Change the visibility of the columns, click [Columns](#) and select the columns to appear in the table.
4. Those listed here should include: Principal Investigator/Faculty Advisor, Co-Investigators, Lead Researcher and Personnel the IRB will need to review who are responsible for research teams and/or will manage research activities at participating sites.
5. If a non-study personnel will be an Administrative Contact, please add them to the study by navigating to the [Permissions](#) tab at the top of the form.

Columns + Add Line

		PERSON	RESEARCHER ROLE	INVOLVED IN	IRB TRAINING
✎	🗑	Greer, Charles E	Principal Investigator/Faculty Advisor	Obtain consent and/or assent Interact with participants (e.g., administer survey, interview)	<i>i</i> Charles Greer has no training courses on file.
✎	🗑	Vaughn, Robert Craig	Research Personnel	Obtain consent and/or assent Interact with participants (e.g., administer survey, interview)	<i>i</i> Robert Vaughn has no training courses on file.
✎	🗑	Wicker, Monica M	Research Personnel	Obtain consent and/or assent Interact with participants (e.g., administer survey, interview)	<i>i</i> Monica Wicker has no training courses on file.

Data Conversion Fields

Converted Renewal Dates
11/28/07; 12/8/08, 12/2/09; 11/29/10; 11/29/11; 11\29/12, 11\29/13

Special Population Categories
None

Transnational?
No

Project Personnel
Vaughn, Robert Craig - 9/26/22 Wicker, Monica 10/4/22

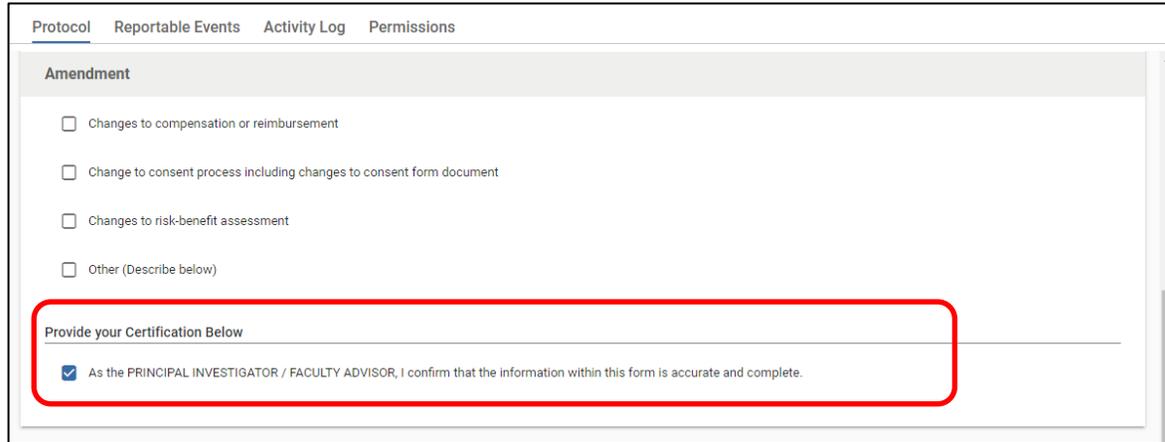
Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

Submitting the Amendment as PI

Once the form is complete and you have verified its accuracy, as the listed PI of the protocol, ensure that you have provided your Certification as part of the Amendment Request Form and Assurance as part of the Protocol Form.

When you are ready to submit, click the **'Submit'** button in the right-side menu.

For submissions completed by students, designees, etc., please see the **'Routing to Principal Investigator / Faculty Advisor'** section (next page).



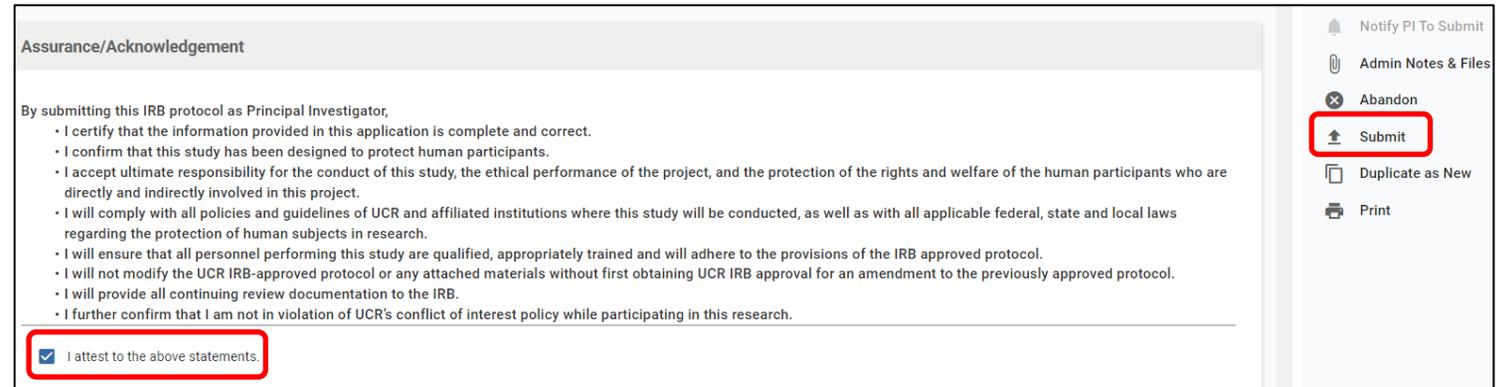
Protocol | Reportable Events | Activity Log | Permissions

Amendment

- Changes to compensation or reimbursement
- Change to consent process including changes to consent form document
- Changes to risk-benefit assessment
- Other (Describe below)

Provide your Certification Below

As the PRINCIPAL INVESTIGATOR / FACULTY ADVISOR, I confirm that the information within this form is accurate and complete.



Assurance/Acknowledgement

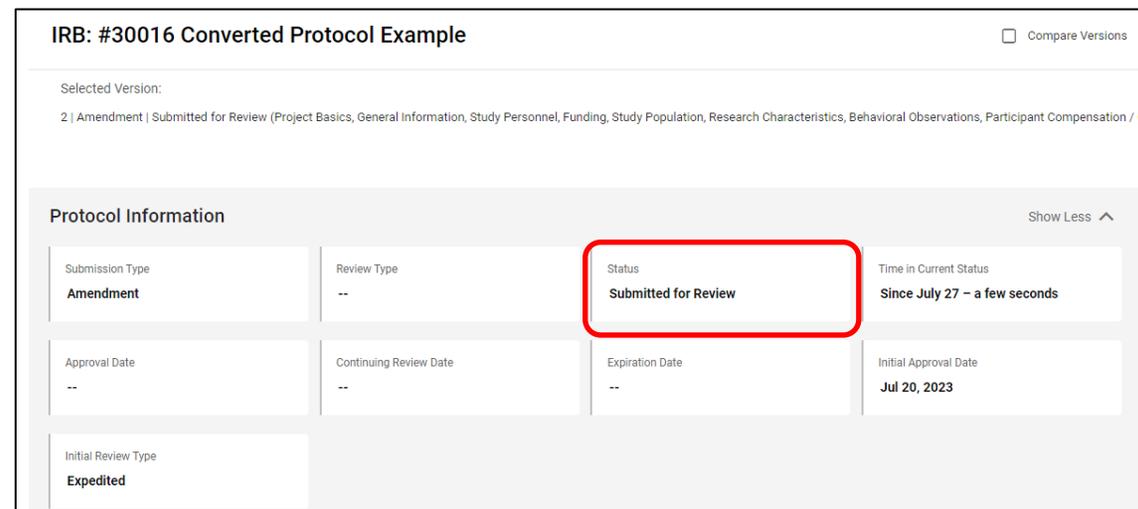
By submitting this IRB protocol as Principal Investigator,

- I certify that the information provided in this application is complete and correct.
- I confirm that this study has been designed to protect human participants.
- I accept ultimate responsibility for the conduct of this study, the ethical performance of the project, and the protection of the rights and welfare of the human participants who are directly and indirectly involved in this project.
- I will comply with all policies and guidelines of UCR and affiliated institutions where this study will be conducted, as well as with all applicable federal, state and local laws regarding the protection of human subjects in research.
- I will ensure that all personnel performing this study are qualified, appropriately trained and will adhere to the provisions of the IRB approved protocol.
- I will not modify the UCR IRB-approved protocol or any attached materials without first obtaining UCR IRB approval for an amendment to the previously approved protocol.
- I will provide all continuing review documentation to the IRB.
- I further confirm that I am not in violation of UCR's conflict of interest policy while participating in this research.

I attest to the above statements.

Notify PI To Submit
Admin Notes & Files
Abandon
Submit
Duplicate as New
Print

After clicking **'Submit'**, you will remain in the Protocols form. Scroll up to the top and you will see the Status has changed from 'In Progress' to **'Submitted for Review'**.



IRB: #30016 Converted Protocol Example Compare Versions

Selected Version:
2 | Amendment | Submitted for Review (Project Basics, General Information, Study Personnel, Funding, Study Population, Research Characteristics, Behavioral Observations, Participant Compensation / C

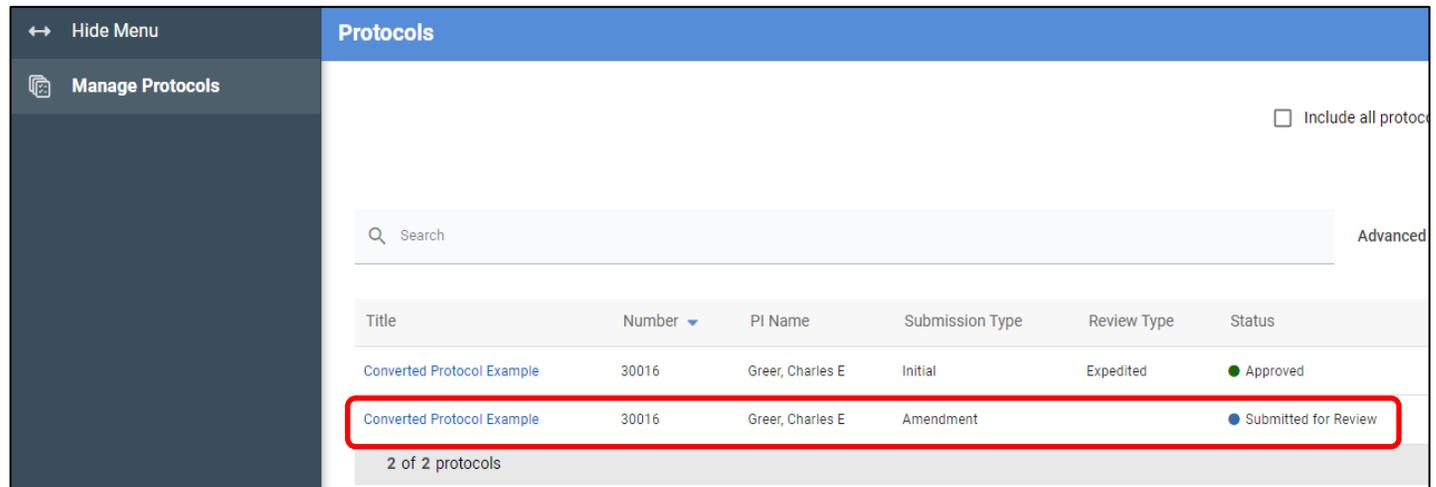
Protocol Information Show Less ^

Submission Type Amendment	Review Type --	Status Submitted for Review	Time in Current Status Since July 27 – a few seconds
Approval Date --	Continuing Review Date --	Expiration Date --	Initial Approval Date Jul 20, 2023
Initial Review Type Expedited			

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

From here, click the "Back" button in the top left to return to the **Manage Protocols** page. You will now see your submitted protocol in the Protocol List and its current status.

The status change to **‘Submitted for Review’** confirms your protocol has been submitted to the IRB office. You will also receive a confirmation email from the system.



Title	Number	PI Name	Submission Type	Review Type	Status
Converted Protocol Example	30016	Greer, Charles E	Initial	Expedited	Approved
Converted Protocol Example	30016	Greer, Charles E	Amendment		Submitted for Review

Routing to Principal Investigator/Faculty Advisor

For studies that will be led by a researcher who is NOT PI eligible, the Assurance must be completed by the Faculty Advisor/Sponsor.

Similarly, for submissions where a designate (e.g., administrator) is completing the form on behalf of the Principal Investigator, the Assurance must be completed by the PI.

Assurance/Acknowledgement

By submitting this IRB protocol as Faculty Advisor / Sponsor,

- I certify that the information provided in this application is complete and correct.
- I confirm that this study has been designed to protect human participants.
- I accept ultimate responsibility for the conduct of this study, the ethical performance of the project, and the protection of the rights and welfare of the human participants who are directly and indirectly involved in this project.
- I will comply with all policies and guidelines of UCR and affiliated institutions where this study will be conducted, as well as with all applicable federal, state and local laws regarding the protection of human subjects in research.
- I will ensure that all personnel performing this study are qualified, appropriately trained and will adhere to the provisions of the IRB approved protocol.
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- I will provide all continuing review documentation to the IRB.
- I further confirm that I am not in violation of UCR's conflict of interest policy while participating in this research.

I attest to the above statements.

The system will allow you to leave this check box **blank** as you will need to route the submission to the listed PI / Faculty Advisor.

When you are ready to route to the PI, click on **‘Notify PI to Submit’** in the right-hand menu.

Assurance/Acknowledgement

By submitting this IRB protocol as Faculty Advisor / Sponsor,

- I certify that the information provided in this application is complete and correct.
- I confirm that this study has been designed to protect human participants.
- I accept ultimate responsibility for the conduct of this study, the ethical performance of the project, and the protection of the rights and welfare of the human participants who are directly and indirectly involved in this project.
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- I will not modify the UCR IRB-approved protocol or any attached materials without first obtaining UCR IRB approval for an amendment to the previously approved protocol.
- I will provide all continuing review documentation to the IRB.
- I further confirm that I am not in violation of UCR's conflict of interest policy while participating in this research.

I attest to the above statements.

Notify PI To Submit

Admin Notes & Files

Abandon

Submit

Duplicate as New

Print

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

As the Certification and Assurance sections were left blank, a pop up will appear notifying you of the incomplete field(s).

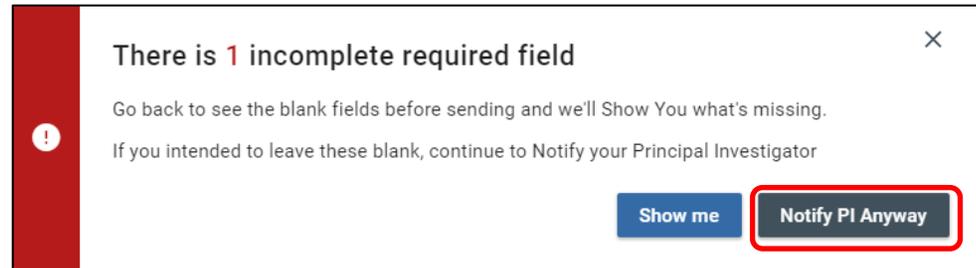
If additional fields are identified, you can choose to view the fields for verification that they should be left blank.

When you are ready to route to the PI / Faculty Advisor, click '**Notify PI Anyway**' in the pop up.

Once routed to the PI, a pop up will appear stating '**Principal Investigator was notified**'.

IMPORTANT: After notifying the PI, you will still be in the protocol form, and the form will remain editable. Any changes you may make while the protocol is in the PI / Faculty advisor's queue will appear; however, the changes will **not** be tracked. Researchers must communicate with each other if there are any changes while the protocol is in the 'Notify PI to submit' status.

PLEASE NOTE: If you are listed as study personnel with Full Access in the protocol, you will receive the submission confirmation email once the PI / Advisor submits to the IRB.

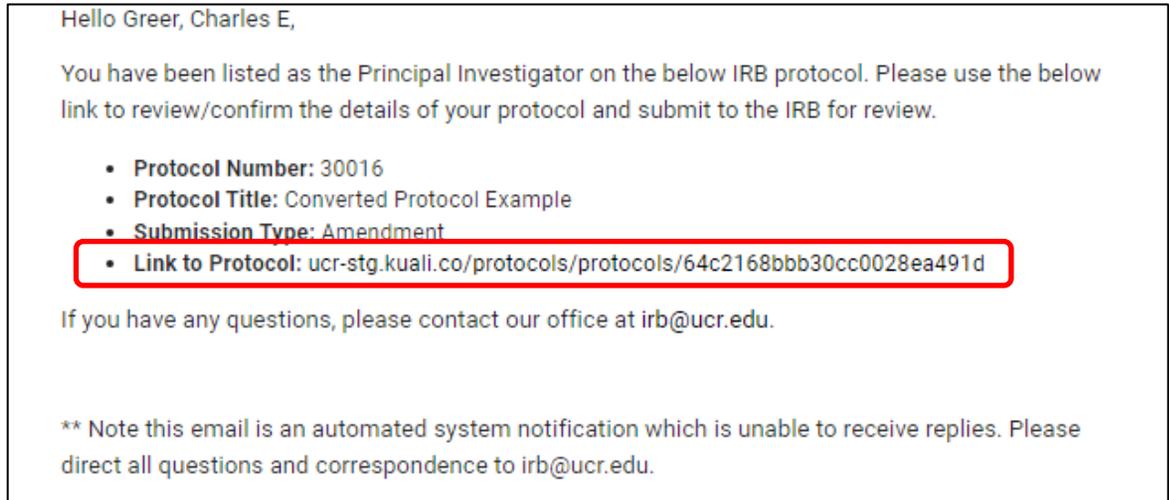


Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

Submitting Amendment after receiving Notification to Submit

As the listed Principal Investigator or Faculty Advisor, you will receive an email notification when a protocol submission requires your review and submission to the IRB. You can access the protocol directly using the link provided in the email notification.

IMPORTANT: If you do not receive the email notification from Kuali in your inbox, please check your Spam, Junk or Trash folders.

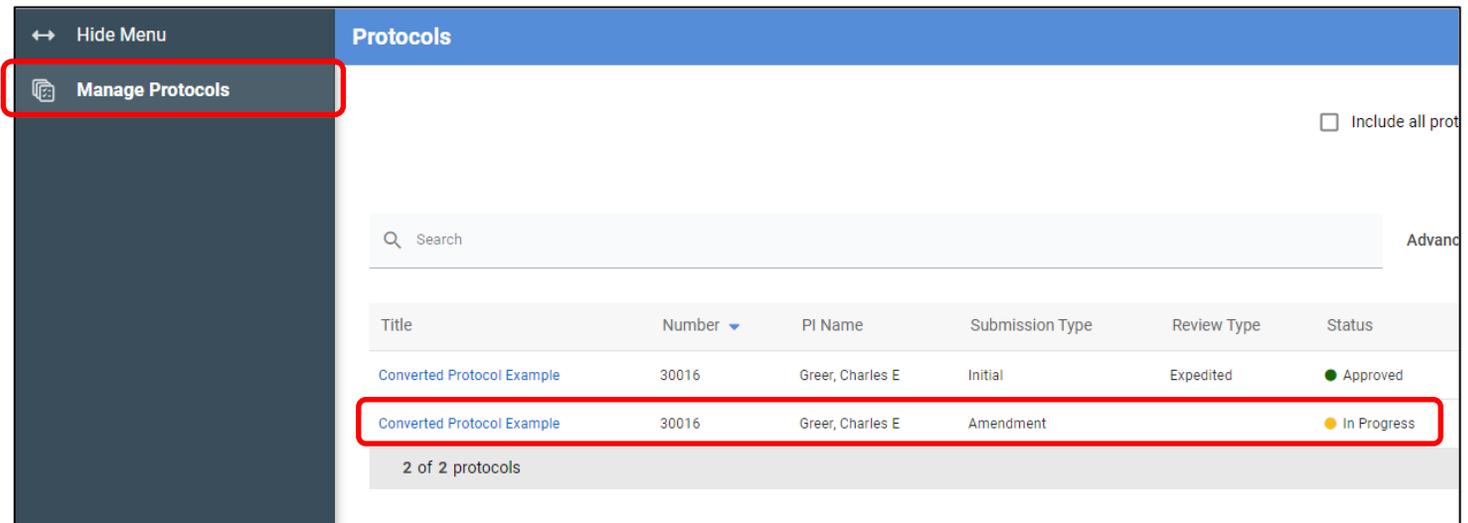


The protocol will also be listed in your **Manage Protocols** page.

The status will show as ‘**In Progress**’ as the protocol is not yet submitted.

Access the protocol by clicking on the title.

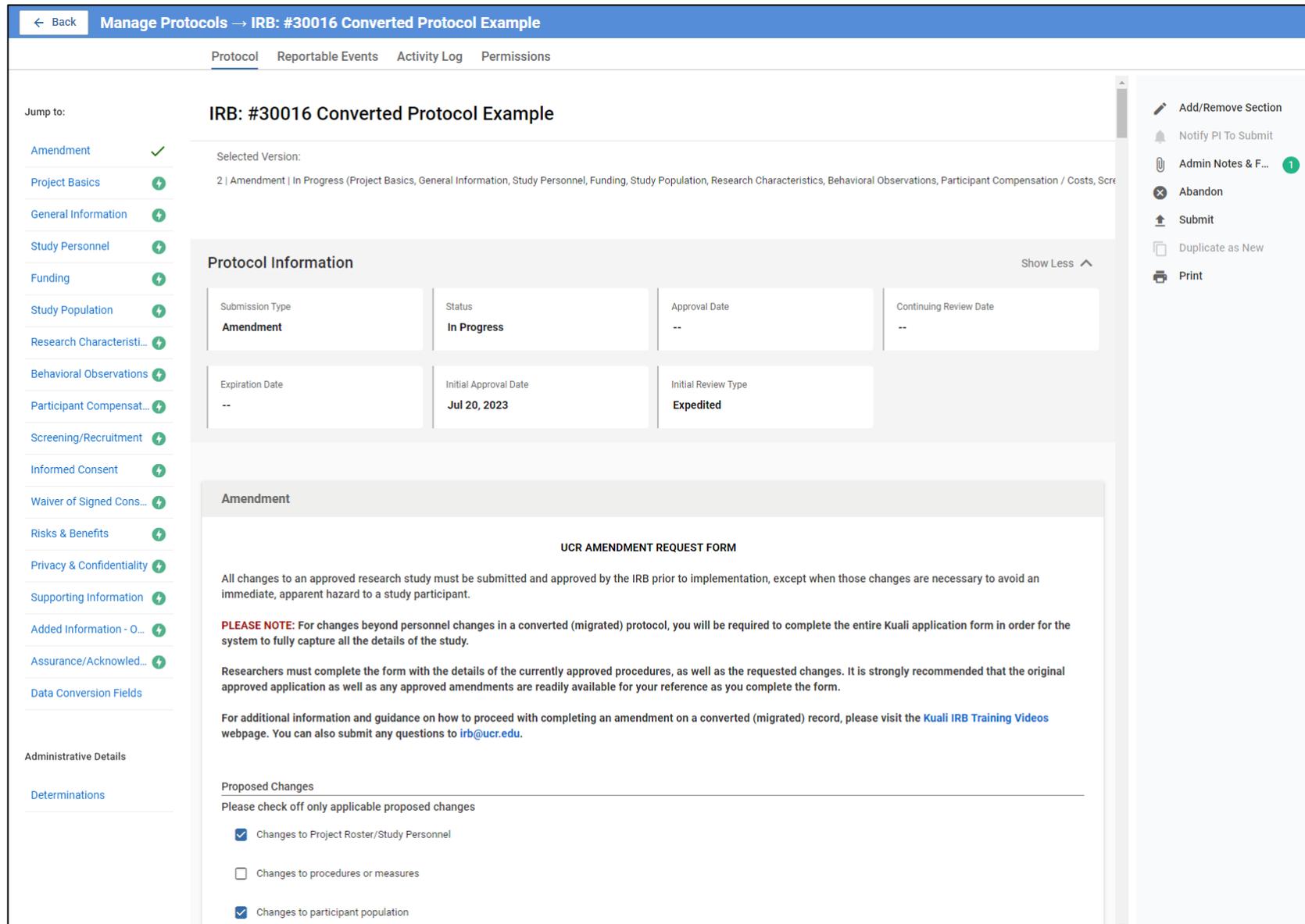
NOTE: For additional actions on an approved protocol (i.e., Amendments or Renewals), you will see all iterations of the protocol.



Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

As the listed PI or Faculty Advisor, you will have full editing capabilities in the protocol form.

Review the Amendment Request form and completed protocol for completeness and accuracy.



The screenshot displays the 'Manage Protocols' interface for protocol #30016. The left sidebar lists various sections, with 'Amendment' selected and marked with a green checkmark. The main content area shows the 'Protocol Information' table and the 'Amendment' section.

Protocol Information			
Submission Type Amendment	Status In Progress	Approval Date --	Continuing Review Date --
Expiration Date --	Initial Approval Date Jul 20, 2023	Initial Review Type Expedited	

Amendment

UCR AMENDMENT REQUEST FORM

All changes to an approved research study must be submitted and approved by the IRB prior to implementation, except when those changes are necessary to avoid an immediate, apparent hazard to a study participant.

PLEASE NOTE: For changes beyond personnel changes in a converted (migrated) protocol, you will be required to complete the entire Kuali application form in order for the system to fully capture all the details of the study.

Researchers must complete the form with the details of the currently approved procedures, as well as the requested changes. It is strongly recommended that the original approved application as well as any approved amendments are readily available for your reference as you complete the form.

For additional information and guidance on how to proceed with completing an amendment on a converted (migrated) record, please visit the [Kuali IRB Training Videos](#) webpage. You can also submit any questions to irb@ucr.edu.

Proposed Changes

Please check off only applicable proposed changes

- Changes to Project Roster/Study Personnel
- Changes to procedures or measures
- Changes to participant population

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

Provide your assurance by checking off the attestation in the Assurance/Acknowledgment section.

When you are ready to officially submit to the IRB office, click 'Submit' in the right-side menu.

Assurance/Acknowledgement

By submitting this IRB protocol as Faculty Advisor / Sponsor,

- I certify that the information provided in this application is complete and correct.
- I confirm that this study has been designed to protect human participants.
- I accept ultimate responsibility for the conduct of this study, the ethical performance of the project, and the protection of the rights and welfare of the human participants who are directly and indirectly involved in this project.
- I will comply with all policies and guidelines of UCR and affiliated institutions where this study will be conducted, as well as with all applicable federal, state and local laws regarding the protection of human subjects in research.
- I will ensure that all personnel performing this study are qualified, appropriately trained and will adhere to the provisions of the IRB approved protocol.
- I will not modify the UCR IRB-approved protocol or any attached materials without first obtaining UCR IRB approval for an amendment to the previously approved protocol.
- I will provide all continuing review documentation to the IRB.
- I further confirm that I am not in violation of UCR's conflict of interest policy while participating in this research.

I attest to the above statements.

Notify PI To Submit
Admin Notes & Files
Abandon
Submit
Duplicate as New
Print

After clicking 'Submit', you will remain in the Protocols form. Scroll up to the top and you will see the Status has changed from 'In Progress' to '**Submitted for Review**'.

IRB: #30016 Converted Protocol Example Compare Versions

Selected Version:
2 | Amendment | Submitted for Review (Project Basics, General Information, Study Personnel, Funding, Study Population, Research Characteristics, Behavioral Observations, Participant Compensation / C

Protocol Information Show Less ^

Submission Type Amendment	Review Type --	Status Submitted for Review	Time in Current Status Since July 27 - a few seconds
Approval Date --	Continuing Review Date --	Expiration Date --	Initial Approval Date Jul 20, 2023
Initial Review Type Expedited			

From here, click the "Back" button in the top left to return to the **Manage Protocols** page. You will now see your submitted protocol in the Protocol List and its current status.

The status change to '**Submitted for Review**' confirms your protocol has been submitted to the IRB office. You will also receive a confirmation email from the system.

Hide Menu

Manage Protocols

Protocols Include all protocols

Search Advanced

Title	Number	PI Name	Submission Type	Review Type	Status
Converted Protocol Example	30016	Greer, Charles E	Initial	Expedited	Approved
Converted Protocol Example	30016	Greer, Charles E	Amendment		Submitted for Review

2 of 2 protocols

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

Personnel ONLY Changes Amendment Request

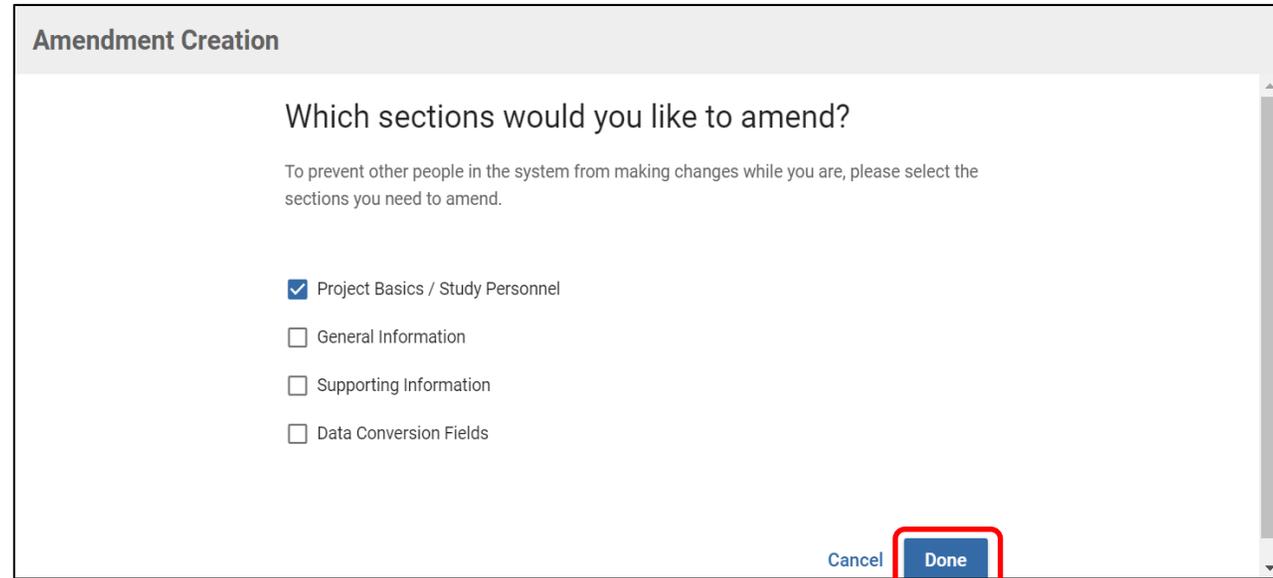
This portion of the guide shows the Kuali system steps to create and submit a Personnel ONLY Changes Amendment Request for a Converted (Migrated) Protocol.

Follow steps to [Locate Existing Approved Protocol](#) and [Create Amendment](#).

For Personnel Only changes, select **'Project Basics / Study Personnel'**.

Do not select Data Conversion Fields.

Click **'Done'**.



Amendment Creation

Which sections would you like to amend?

To prevent other people in the system from making changes while you are, please select the sections you need to amend.

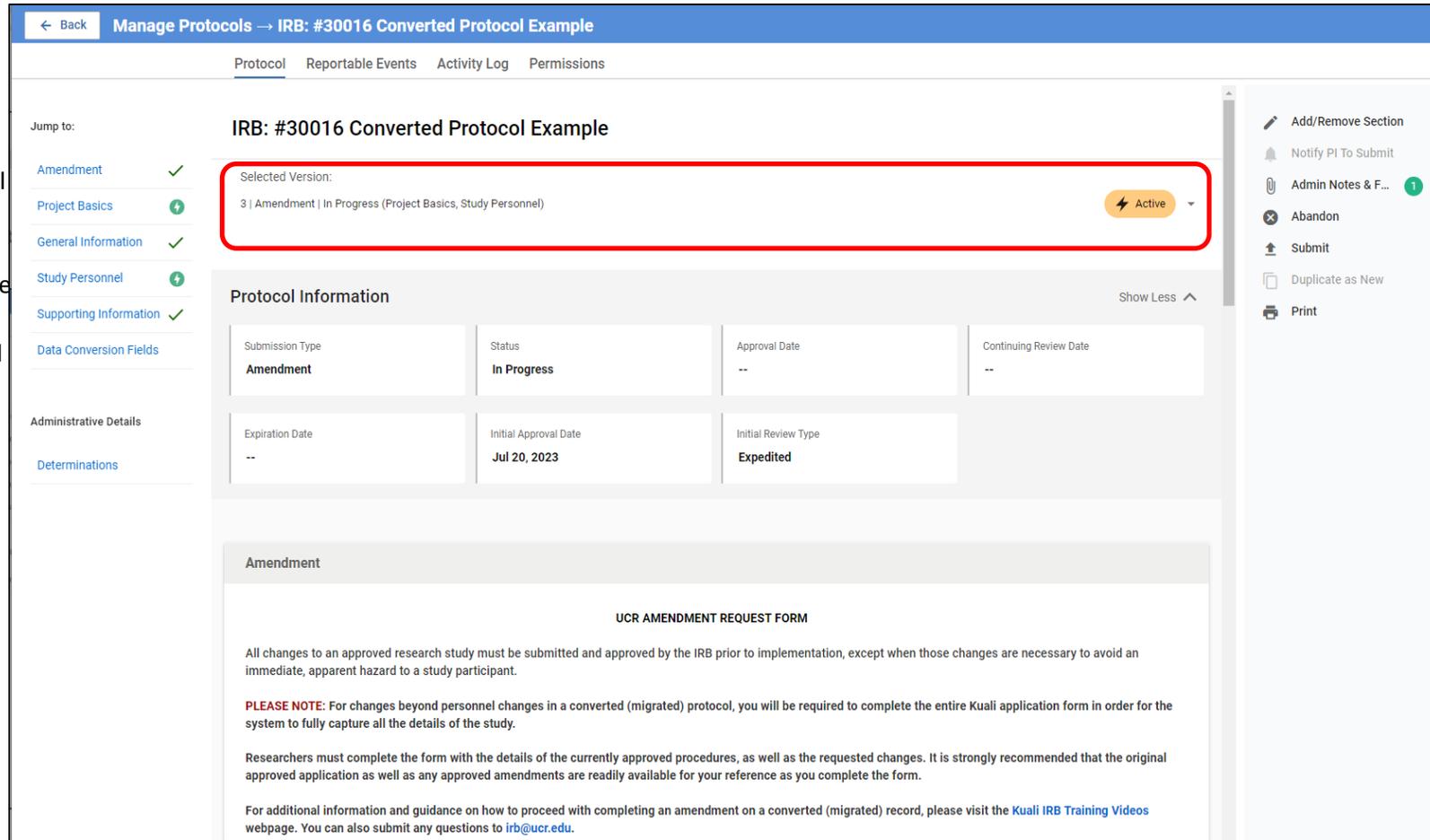
- Project Basics / Study Personnel
- General Information
- Supporting Information
- Data Conversion Fields

Cancel Done

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

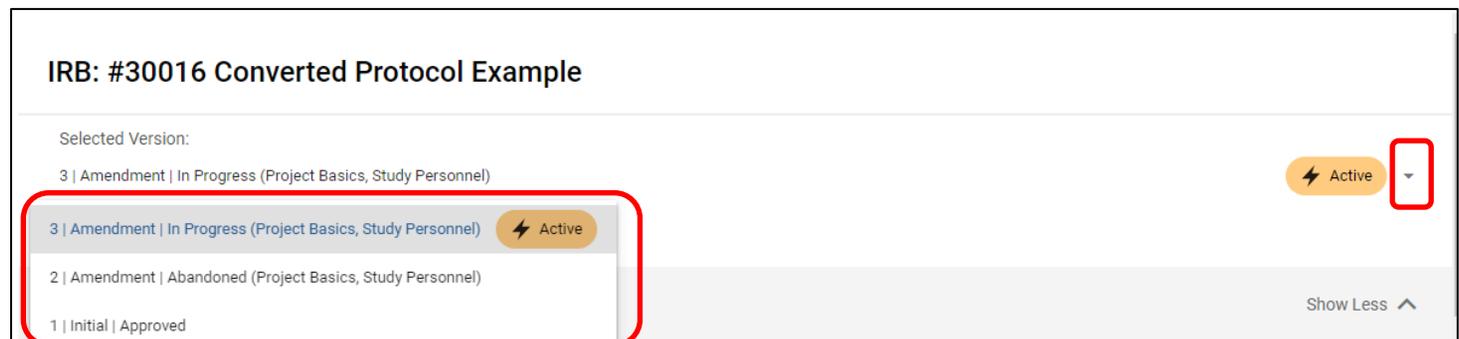
A new protocol version will be created for the Amendment.

NOTE: These protocol versions will continue accumulate as actions are taken on the protocol (e.g., additional amendments, renewals). When making future amendments, you want to ensure you are selecting the latest approved version of the protocol to update.



You can toggle through protocol versions using the drop down.

Click on the drop down arrow, and select the version you would like to view.



Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

The different sections of the form are listed on the left-side menu (highlighted in ORANGE). Using the left-side menu, you can navigate to each section by click on its name.

The body of the form (highlighted in GREEN) allows you to scroll through the entire form.

The screenshot shows the Kuali IRB system interface for amending a converted protocol. The interface is divided into three main sections:

- Left-side menu (highlighted in ORANGE):** A vertical list of sections to navigate to, including Amendment, Project Basics, General Information, Study Personnel, Supporting Information, Data Conversion Fields, Administrative Details, and Determinations.
- Main content area (highlighted in GREEN):** The main form area, titled "IRB: #30016 Converted Protocol Example". It includes a "Selected Version" section, a "Protocol Information" table, and a "UCR AMENDMENT REQUEST FORM" section. The "Protocol Information" table contains the following data:

Submission Type	Status	Approval Date	Continuing Review Date
Amendment	In Progress	--	--

Expiration Date	Initial Approval Date	Initial Review Type
--	Jul 20, 2023	Expedited
- Right-hand menu (highlighted in BLUE):** A vertical list of actions, including Add/Remove Section, Notify PI To Submit, Admin Notes & F..., Abandon, Submit, Duplicate as New, and Print.

In the right-hand menu (highlighted in BLUE), researchers will have access to the functions:

- **Notify PI to Submit** – available if the submitter is not the listed PI or Faculty Advisor
- **Submit** – official submission to the IRB office; only available to the listed PI or Faculty Advisor
- **Abandon** – Cancels the submission. Protocols that are abandoned before submission cannot be edited, but can be viewed as read-only.
- **Duplicate as New** – Create a copy of the protocol to use as a new submission
- **Print**

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

Identify the proposed changes that will be included in this amendment by checking off the applicable changes.

For Personnel ONLY changes, check the first option. Choosing this option, will remove any additional questions in the amendment form. That is, you do not have to describe what the changes are as you making only making personnel changes.

IMPORTANT:

For studies that will be led by a researcher who is **NOT** PI eligible, the Certification must be completed by the Faculty Advisor/Sponsor. Similarly, for submissions where a designate (e.g., administrator) is completing the form on behalf of the Principal Investigator, the Certification must be completed by the PI. The system will allow you to leave this check box **blank** as you will need to route the submission to the listed PI / Faculty Advisor.

Amendment

UCR AMENDMENT REQUEST FORM

All changes to an approved research study must be submitted and approved by the IRB prior to implementation, except when those changes are necessary to avoid an immediate, apparent hazard to a study participant.

PLEASE NOTE: For changes beyond personnel changes in a converted (migrated) protocol, you will be required to complete the entire Kuali application form in order for the system to fully capture all the details of the study.

Researchers must complete the form with the details of the currently approved procedures, as well as the requested changes. It is strongly recommended that the original approved application as well as any approved amendments are readily available for your reference as you complete the form.

For additional information and guidance on how to proceed with completing an amendment on a converted (migrated) record, please visit the [Kuali IRB Training Videos](#) webpage. You can also submit any questions to irb@ucr.edu.

Proposed Changes

Please check off only applicable proposed changes

- Changes to Project Roster/Study Personnel 
- Changes to procedures or measures
- Changes to participant population
- Changes to recruitment methods
- Changes to compensation or reimbursement
- Change to consent process including changes to consent form document
- Changes to risk-benefit assessment
- Other (Describe below)

Provide your Certification Below

- As the PRINCIPAL INVESTIGATOR / FACULTY ADVISOR, I confirm that the information within this form is accurate and complete.

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

Update the Protocol

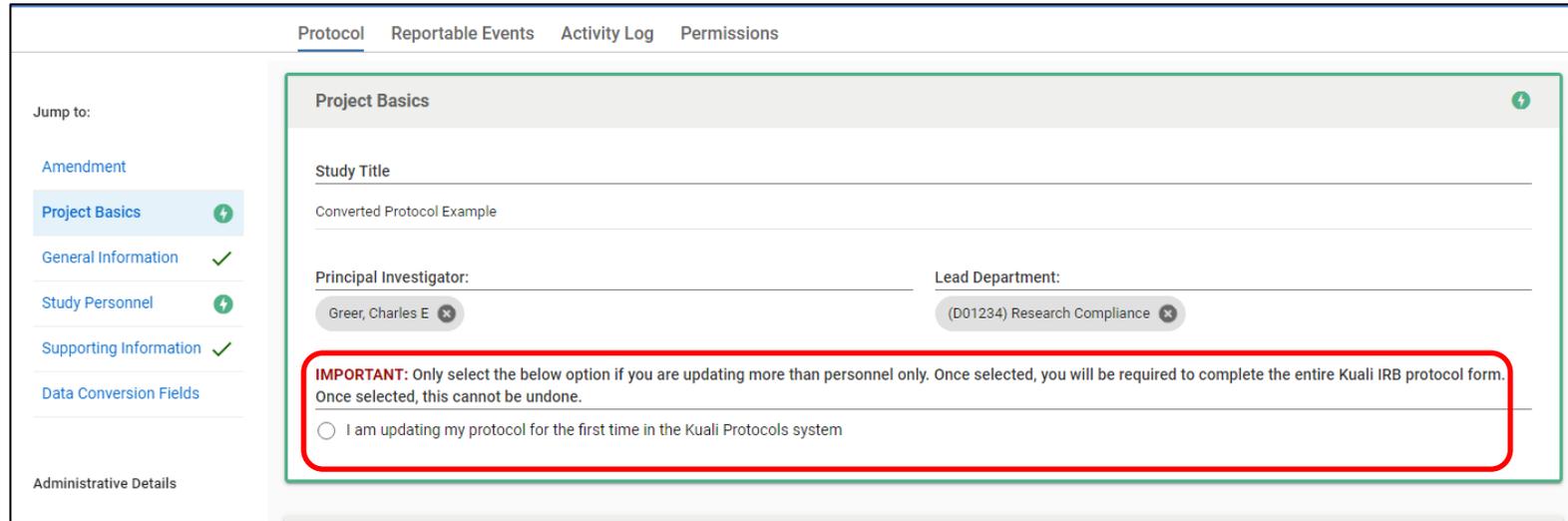
Following the Amendment Certification, you will then be able to update the protocol sections.

IMPORTANT: The Project Basics section contains an option for you to indicate if you will be updating the protocol beyond personnel. Once selected, you cannot un-select it.

DO NOT select this option for personnel only changes.

Leave this blank.

Navigate to the ‘**Study Personnel**’ section.



Protocol | Reportable Events | Activity Log | Permissions

Jump to:

- Amendment
- Project Basics** (+)
- General Information (✓)
- Study Personnel (+)
- Supporting Information (✓)
- Data Conversion Fields

Administrative Details

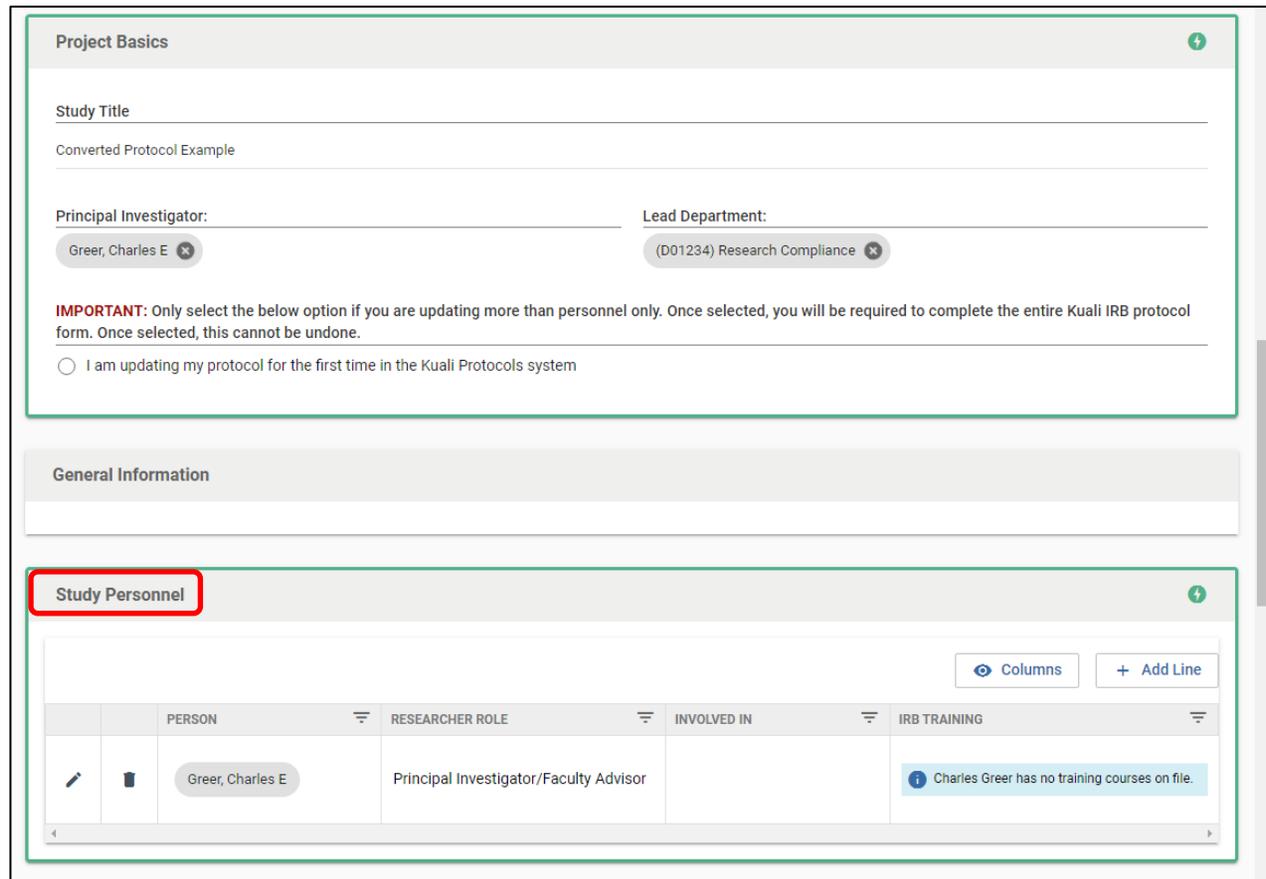
Project Basics (+)

Study Title
Converted Protocol Example

Principal Investigator: Greer, Charles E (x) | Lead Department: (D01234) Research Compliance (x)

IMPORTANT: Only select the below option if you are updating more than personnel only. Once selected, you will be required to complete the entire Kuali IRB protocol form. Once selected, this cannot be undone.

I am updating my protocol for the first time in the Kuali Protocols system



Project Basics (+)

Study Title
Converted Protocol Example

Principal Investigator: Greer, Charles E (x) | Lead Department: (D01234) Research Compliance (x)

IMPORTANT: Only select the below option if you are updating more than personnel only. Once selected, you will be required to complete the entire Kuali IRB protocol form. Once selected, this cannot be undone.

I am updating my protocol for the first time in the Kuali Protocols system

General Information

Study Personnel (+)

Columns | + Add Line

	PERSON	RESEARCHER ROLE	INVOLVED IN	IRB TRAINING
 	Greer, Charles E	Principal Investigator/Faculty Advisor		 Charles Greer has no training courses on file.

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

Updating Study Personnel

When updating the ‘Study Personnel’ section for the very first time, please ensure that all personnel are listed in the table.

The initial conversion into the Kuali system only allowed the study PI, Lead Researcher and/or Faculty advisor to be listed in the table.

You will need to update the table to ensure that the personnel list matches the list under the Data Conversion Fields.

Click on **Pencil** icon to edit the personnel info.

Click on ‘**Add Line**’ to add additional personnel.

The screenshot shows the 'Study Personnel' table in a web application. On the left, there is a sidebar with navigation options: 'Amendment', 'Project Basics', 'General Information', 'Study Personnel', 'Supporting Information', and 'Data Conversion Fields'. The 'Study Personnel' table has columns: PERSON, RESEARCHER ROLE, INVOLVED IN, and IRB TRAINING. A red box highlights a pencil icon in the first row, and another red box highlights the '+ Add Line' button in the top right corner of the table.

The screenshot shows the 'Data Conversion Fields' section. It contains three fields: 'Converted Renewal Dates' with the value '11/28/07; 12/8/08, 12/2/09; 11/29/10; 11/29/11; 11\29/12, 11\29/13', 'Special Population Categories' with the value 'None', and 'Transnational?' with the value 'No'. A red box highlights the 'Project Personnel' field, which contains the text 'Vaughn, Robert Craig - 9/26/22 Wicker, Monica 10/4/22'.

The screenshot shows the 'Study Personnel' table with three rows of data. Each row has a pencil icon and a trash icon in the first column. The second column contains the name, the third contains the role, the fourth contains the involvement, and the fifth contains the IRB training status.

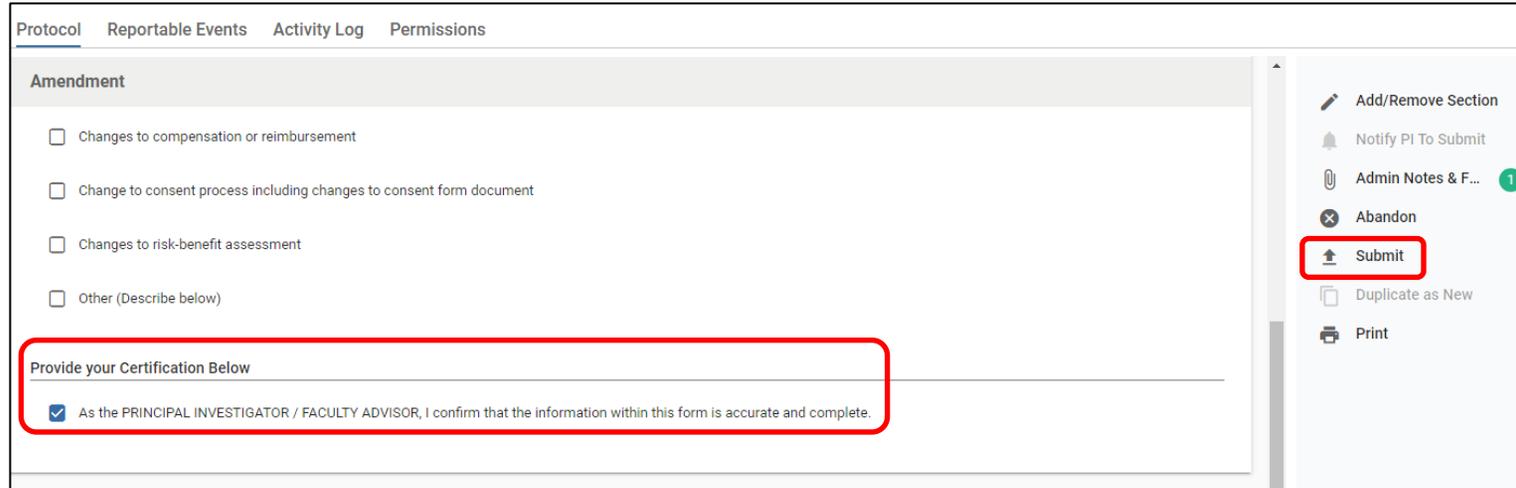
	PERSON	RESEARCHER ROLE	INVOLVED IN	IRB TRAINING	
		Greer, Charles E	Principal Investigator/Faculty Advisor	Obtain consent and/or assent	Charles Greer has no training courses on file.
		Vaughn, Robert Craig	Research Personnel	Obtain consent and/or assent Interact with participants (e.g., administer survey, interview)	Robert Vaughn has no training courses on file.
		Wicker, Monica M	Research Personnel	Obtain consent and/or assent Interact with participants (e.g., administer survey, interview)	Monica Wicker has no training courses on file.

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

Submitting the Amendment as PI

Once the form is complete and you have verified its accuracy, as the listed PI of the protocol, ensure that you have provided your Certification as part of the Amendment Request Form.

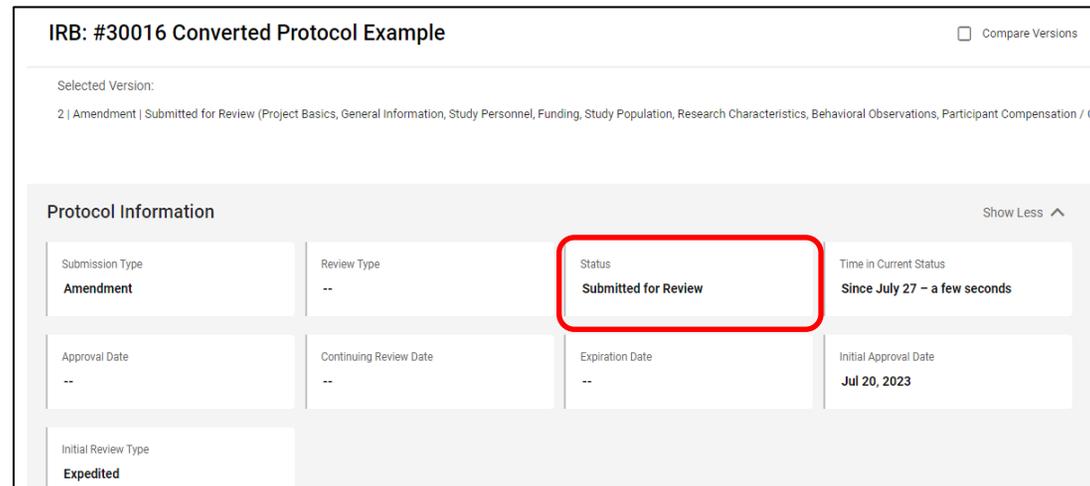
When you are ready to submit, click the **'Submit'** button in the right-side menu.



The screenshot shows the 'Amendment' form with a list of checkboxes for changes. Below the list is a section titled 'Provide your Certification Below' containing a checked checkbox with the text: 'As the PRINCIPAL INVESTIGATOR / FACULTY ADVISOR, I confirm that the information within this form is accurate and complete.' To the right, a vertical menu contains several options, with the 'Submit' button highlighted by a red box.

For submissions completed by students, designees, etc., please see the **'Routing to Principal Investigator / Faculty Advisor'** section (next page).

After clicking 'Submit', you will remain in the Protocols form. Scroll up to the top and you will see the Status has changed from 'In Progress' to **'Submitted for Review'**.

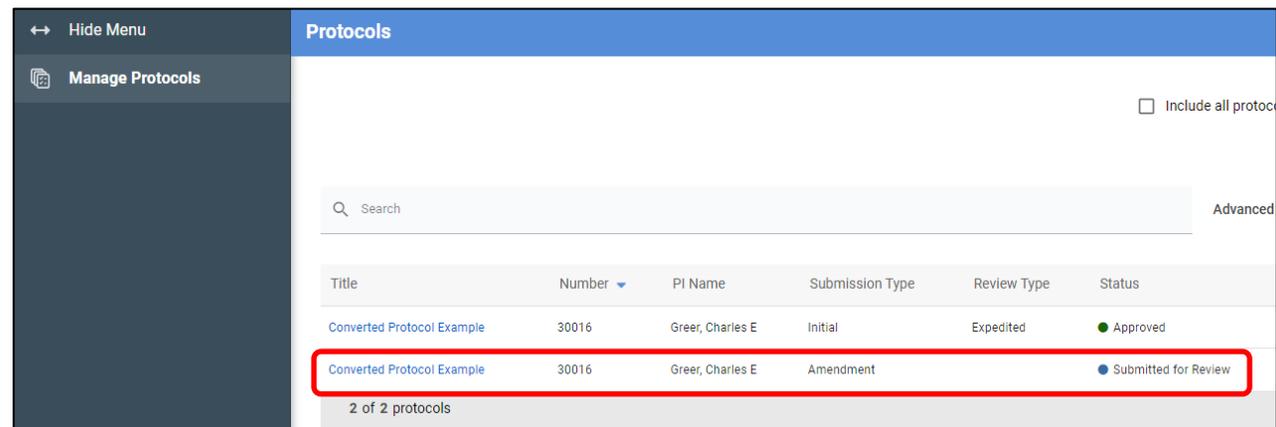


The screenshot shows the 'IRB: #30016 Converted Protocol Example' details page. Under the 'Protocol Information' section, a table displays the following data:

Submission Type	Review Type	Status	Time in Current Status
Amendment	--	Submitted for Review	Since July 27 - a few seconds
Approval Date	Continuing Review Date	Expiration Date	Initial Approval Date
--	--	--	Jul 20, 2023
Initial Review Type	Expedited		

From here, click the "Back" button in the top left to return to the **Manage Protocols** page. You will now see your submitted protocol in the Protocol List and its current status.

The status change to **'Submitted for Review'** confirms your protocol has been submitted to the IRB office. You will also receive a confirmation email from the system.



The screenshot shows the 'Manage Protocols' page with a table of protocols. The table has the following columns: Title, Number, PI Name, Submission Type, Review Type, and Status. The second row is highlighted with a red box.

Title	Number	PI Name	Submission Type	Review Type	Status
Converted Protocol Example	30016	Greer, Charles E	Initial	Expedited	Approved
Converted Protocol Example	30016	Greer, Charles E	Amendment		Submitted for Review

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

Routing to Principal Investigator/Faculty Advisor

For studies that will be led by a researcher who is NOT PI eligible, the Certification must be completed by the Faculty Advisor/Sponsor.

Similarly, for submissions where a designate (e.g., administrator) is completing the form on behalf of the Principal Investigator, the Assurance must be completed by the PI.

The system will allow you to leave this check box **blank** as you will need to route the submission to the listed PI / Faculty Advisor.

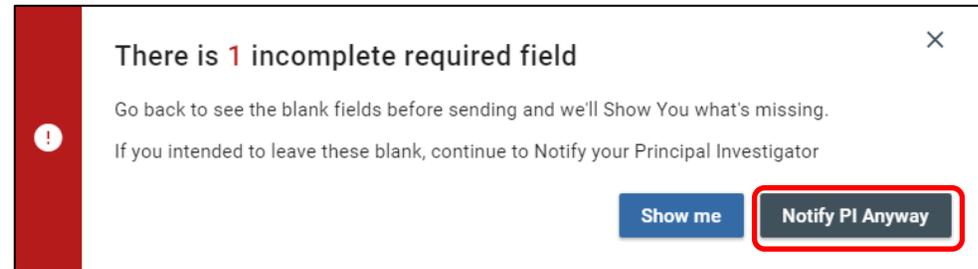
When you are ready to route to the PI, click on ‘**Notify PI to Submit**’ in the right-hand menu.

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

As the Assurance section was left blank, a pop up will appear notifying you of the incomplete field.

If additional fields are identified, you can choose to view the fields for verification that they should be left blank.

When you are ready to route to the PI / Faculty Advisor, click **'Notify PI Anyway'** in the pop up.



Once routed to the PI, a pop up will appear stating **'Principal Investigator was notified'**.



IMPORTANT: After notifying the PI, you will still be in the protocol form, and the form will remain editable. Any changes you may make while the protocol is in the PI / Faculty advisor's queue will appear; however, the changes will not be tracked. Researchers must communicate with each other if there are any changes while the protocol is in the 'Notify PI to submit' status.

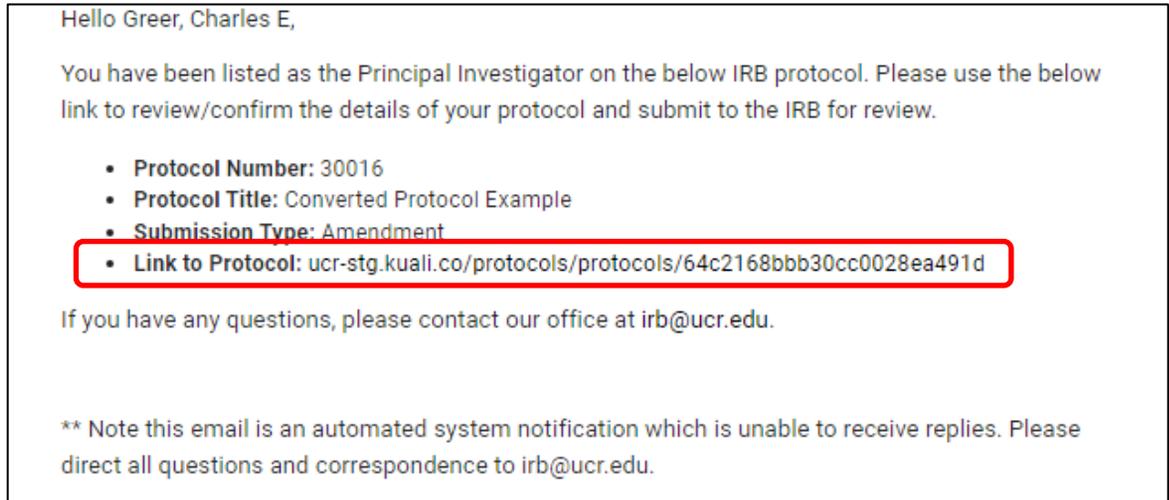
PLEASE NOTE: If you are listed as study personnel with Full Access in the protocol, you will receive the submission confirmation email once the PI / Advisor submits to the IRB.

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

Submitting Amendment after receiving Notification to Submit

As the listed Principal Investigator or Faculty Advisor, you will receive an email notification when a protocol submission requires your review and submission to the IRB. You can access the protocol directly using the link provided in the email notification.

IMPORTANT: If you do not receive the email notification from Kuali in your inbox, please check your Spam, Junk or Trash folders.

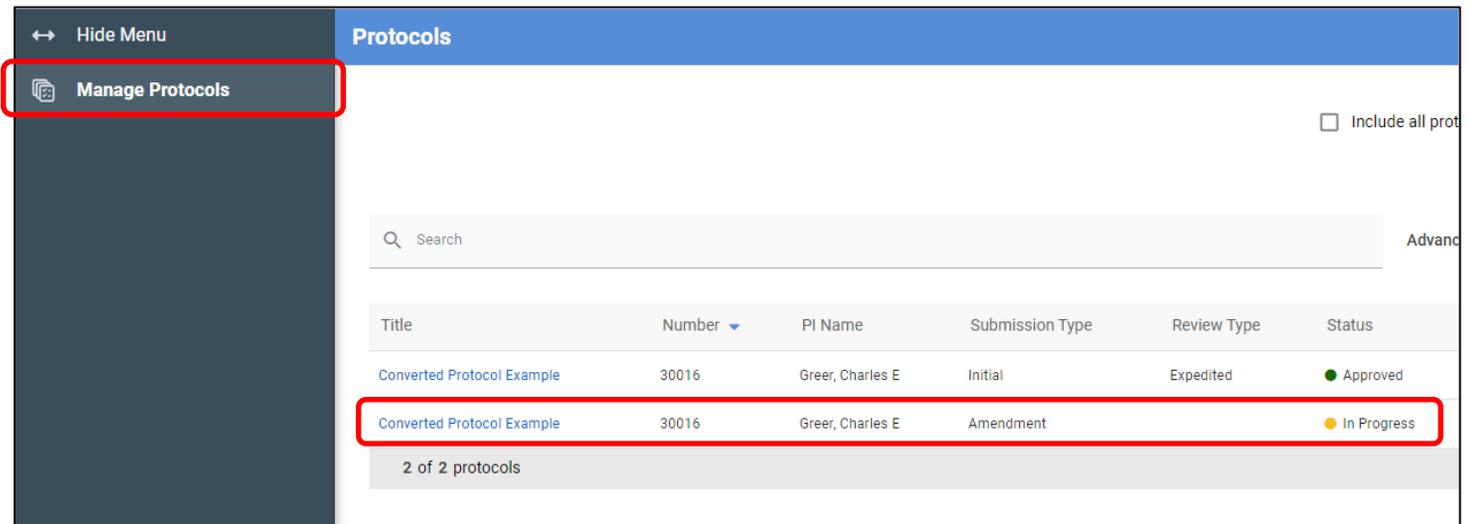


The protocol will also be listed in your **Manage Protocols** page.

The status will show as ‘**In Progress**’ as the protocol is not yet submitted.

Access the protocol by clicking on the title.

NOTE: For additional actions on an approved protocol (i.e., Amendments or Renewals), you will see all iterations of the protocol.



Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

As the listed PI or Faculty Advisor, you will have full editing capabilities in the protocol form.

Review the Amendment Request form and protocol for completeness and accuracy.

← Back
Manage Protocols → IRB: #30016 Converted Protocol Example

Protocol
Reportable Events
Activity Log
Permissions

Jump to:

- Amendment ✓
- Project Basics +
- General Information ✓
- Study Personnel +
- Supporting Information ✓
- Data Conversion Fields

Administrative Details

- Determinations

IRB: #30016 Converted Protocol Example

Selected Version: 3 | Amendment | In Progress (Project Basics, Study Personnel) Active

Protocol Information Show Less ^

Submission Type Amendment	Status In Progress	Approval Date --	Continuing Review Date --
Expiration Date --	Initial Approval Date Jul 20, 2023	Initial Review Type Expedited	

Amendment

UCR AMENDMENT REQUEST FORM

All changes to an approved research study must be submitted and approved by the IRB prior to implementation, except when those changes are necessary to avoid an immediate, apparent hazard to a study participant.

PLEASE NOTE: For changes beyond personnel changes in a converted (migrated) protocol, you will be required to complete the entire Kuali application form in order for the system to fully capture all the details of the study.

Researchers must complete the form with the details of the currently approved procedures, as well as the requested changes. It is strongly recommended that the original approved application as well as any approved amendments are readily available for your reference as you complete the form.

For additional information and guidance on how to proceed with completing an amendment on a converted (migrated) record, please visit the [Kuali IRB Training Videos](#) webpage. You can also submit any questions to irb@ucr.edu.

Proposed Changes

Please check off only applicable proposed changes

- Changes to Project Roster/Study Personnel
- Changes to procedures or measures
- Changes to participant population

- Add/Remove Section
- Notify PI To Submit
- Admin Notes & F... 1
- Abandon
- Submit
- Duplicate as New
- Print

Kuali IRB Protocols – Amending a Converted (Migrated) Protocol for the First Time

Provide your Certification by checking off the confirmation in the Amendment Request form.

When you are ready to officially submit to the IRB office, click **'Submit'** in the right-side menu.

Amendment

Changes to risk-benefit assessment

Other (Describe below)

Provide your Certification Below

As the PRINCIPAL INVESTIGATOR / FACULTY ADVISOR, I confirm that the information within this form is accurate and complete.

- Add/Remove Section
- Notify PI To Submit
- Admin Notes & F... 1
- Abandon
- Submit**
- Duplicate as New
- Print

After clicking 'Submit', you will remain in the Protocols form. Scroll up to the top and you will see the Status has changed from 'In Progress' to **'Submitted for Review'**.

IRB: #30016 Converted Protocol Example Compare Versions

Selected Version:
2 | Amendment | Submitted for Review (Project Basics, General Information, Study Personnel, Funding, Study Population, Research Characteristics, Behavioral Observations, Participant Compensation / C

Protocol Information Show Less ^

Submission Type Amendment	Review Type --	Status Submitted for Review	Time in Current Status Since July 27 – a few seconds
Approval Date --	Continuing Review Date --	Expiration Date --	Initial Approval Date Jul 20, 2023
Initial Review Type Expedited			

From here, click the "Back" button in the top left to return to the **Manage Protocols** page. You will now see your submitted protocol in the Protocol List and its current status.

The status change to **'Submitted for Review'** confirms your protocol has been submitted to the IRB office. You will also receive a confirmation email from the system.

Protocols Include all protocols

Search Advanced

Title	Number	PI Name	Submission Type	Review Type	Status
Converted Protocol Example	30016	Greer, Charles E	Initial	Expedited	Approved
Converted Protocol Example	30016	Greer, Charles E	Amendment		Submitted for Review

2 of 2 protocols