

It's how we treat people.

May 13, 2025

## How to Submit a Modification to Add a Team Member

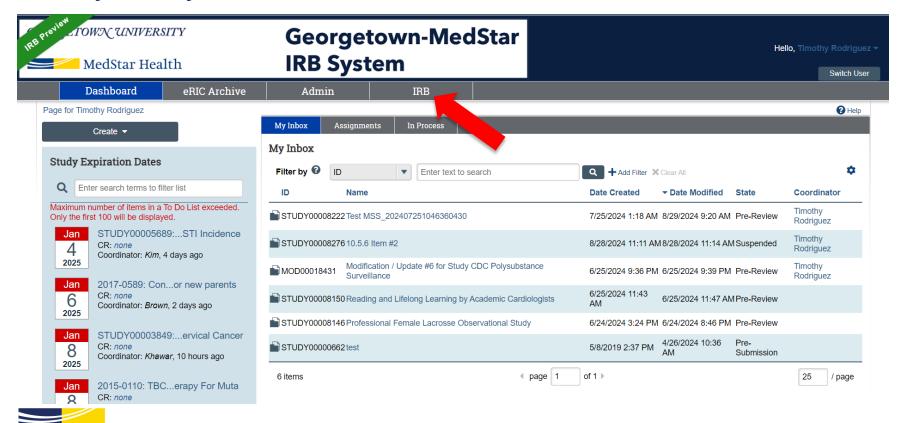
## Who can submit modifications?

## Only the PI and PI proxies

- Any approved team member may <u>create</u> and edit modifications in pre-submission state but **cannot submit**.
- Study team members, other than the PI, must be assigned as proxies to submit.

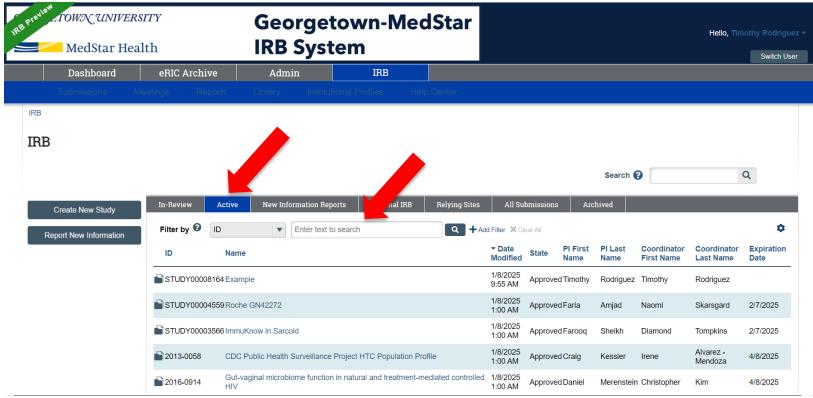


 When you log into the system, you will be brought to your inbox. Select the IRB tab to find your study.



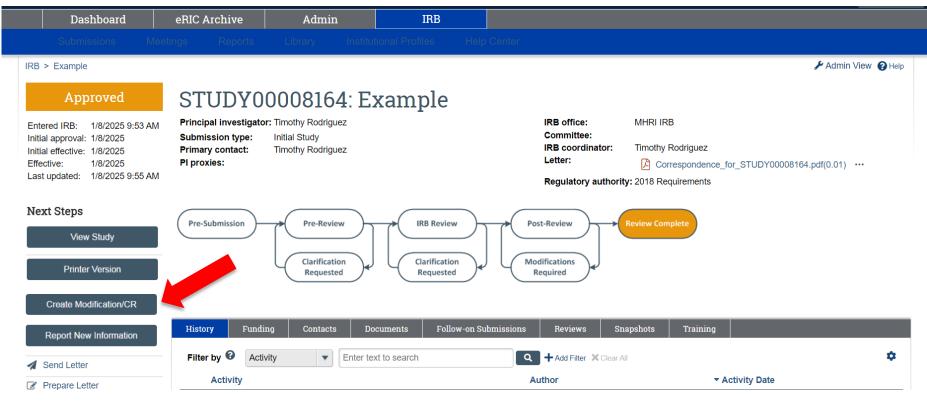
MedStar Health

 Select the Active tab to show your currently approved studies. Then use the search box to find the study you would like to modify.



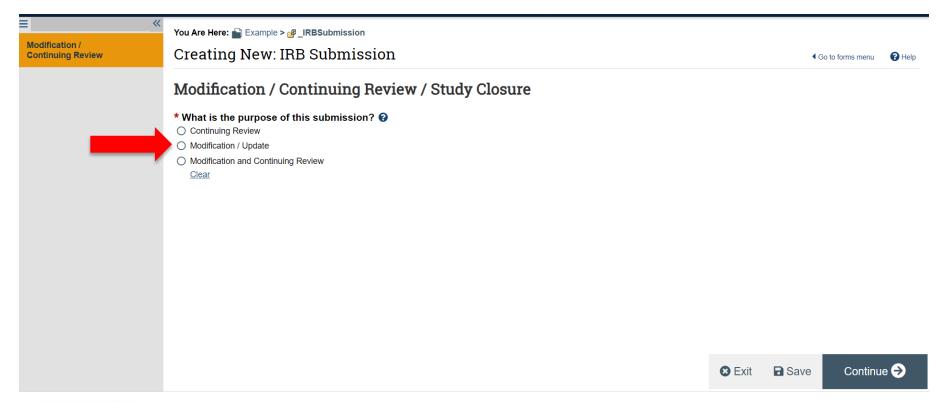


 This is a study homepage. Select Create Modification/CR to begin the modification application.



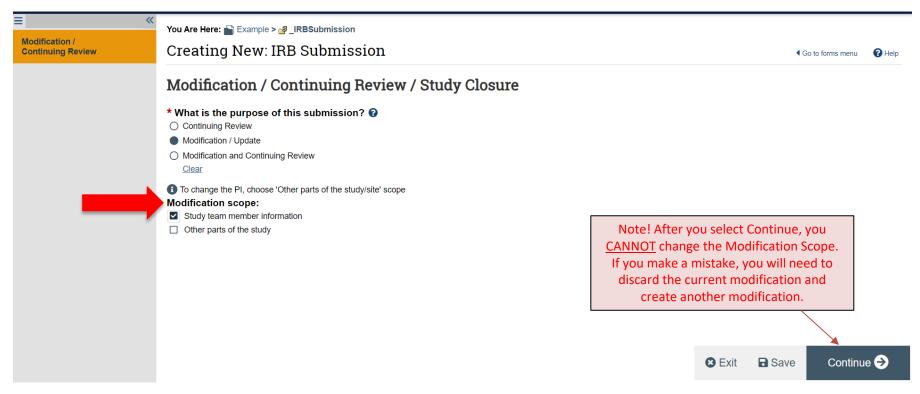


Select Modification/Update.



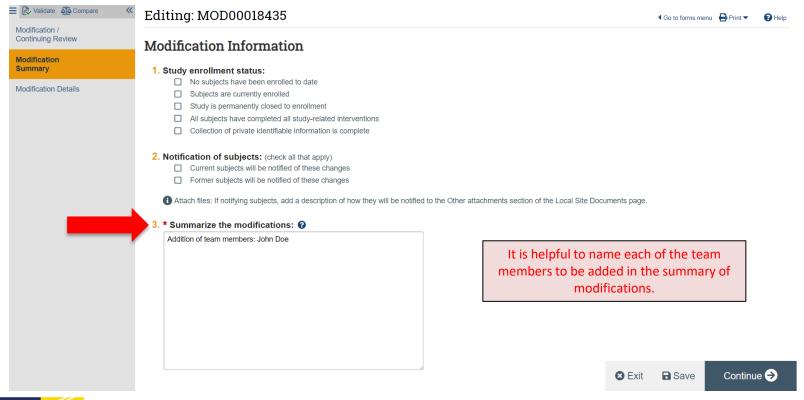


- Select Study Team Member Information under Modification Scope.
- The Modification Scope determines what can be updated in this modification.

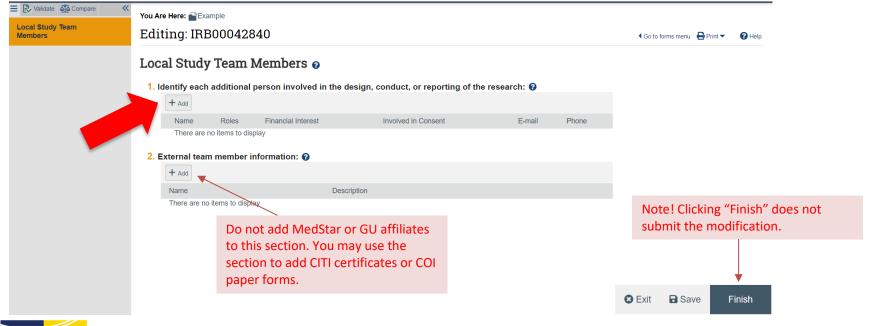




 Complete this page. For item #3, please list the names of team members being added to the study.



- Add team members to this page.
- If you cannot find a team member in the system, it means they do not have an account.
- See next slide for instructions on how to create an account.
- All team members must complete institutional requirements (e.g., CITI and COI) prior to approval.

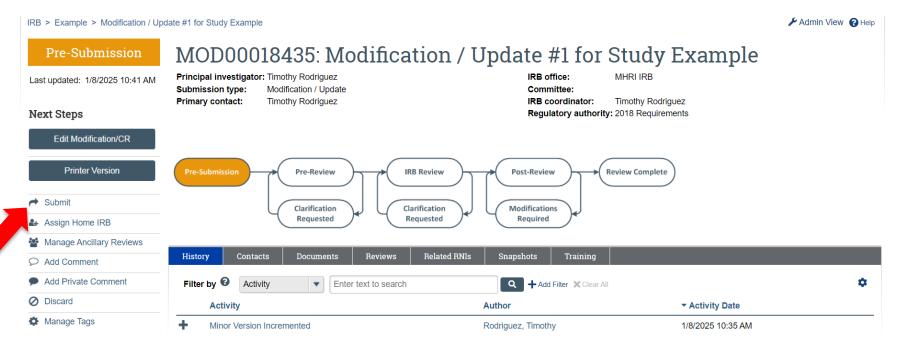


## How to create an account in the system

- For MedStar affiliates:
  - In most cases, the manager or department head of the individual will need to submit a request in Identity IQ (IIQ) system. In some cases, this responsibility may be delegated to administrative staff.
  - When submitting the request, they should select the role titled "PI or Study Coordinator".
- For Georgetown affiliates:
  - Please contact the Georgetown IRB Office at irboard@georgetown.edu.

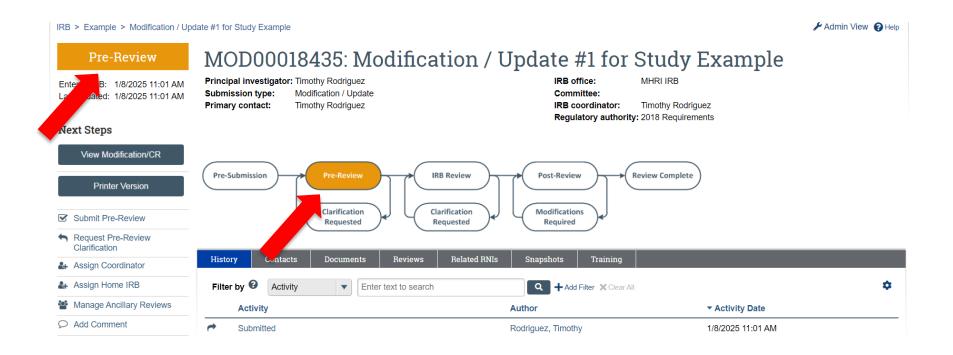


- After clicking Finish, you will be returned to the modification home page.
- Once on the home page, click Submit to submit your modification for review.
- Only the PI or the PI proxies can submit.
  - If you are not the PI or PI Proxy, you will not see the Submit option.





After clicking Submit, the status in the orange box should indicate "Pre-Review".





Congratulations! You have successfully submitted to the MHRI IRB.

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