

How to Submit an IRB Amendment Form

This guide provides instructions on how to navigate the eIRB to initiate and submit an IRB amendment form. It covers the necessary steps to upload required documentation and complete the submission process efficiently.

1

After entering your credentials into the log in screen you will see these images.

 Guide Me

What do you want to focus on?



eIRB



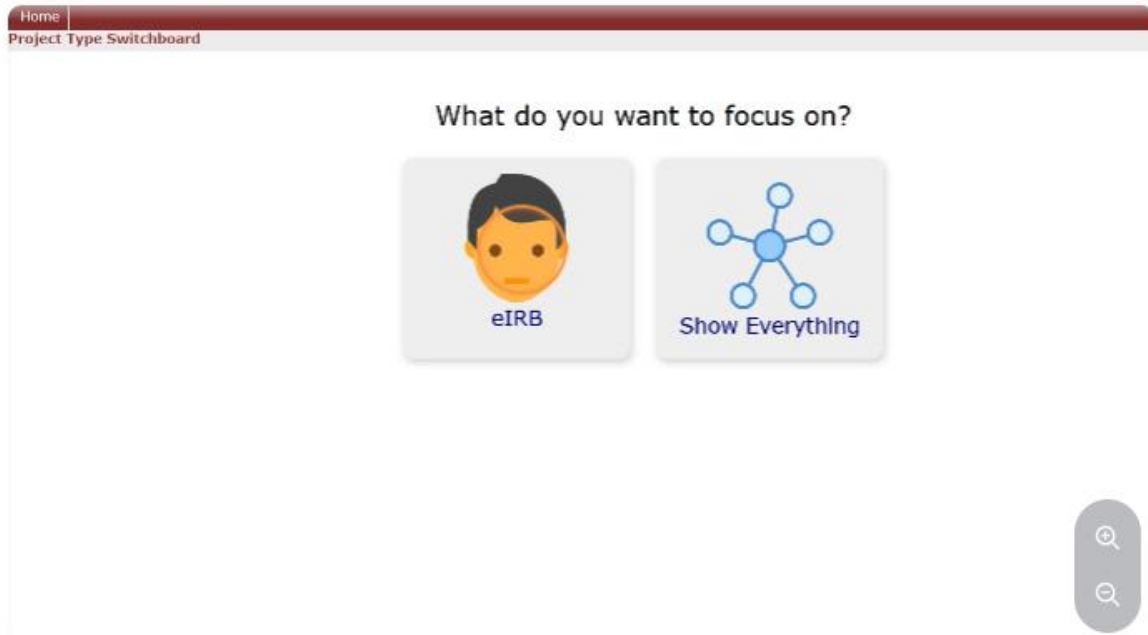
Show Everything



Copyright ©2000-2025 Tech Software, All Rights Reserved.

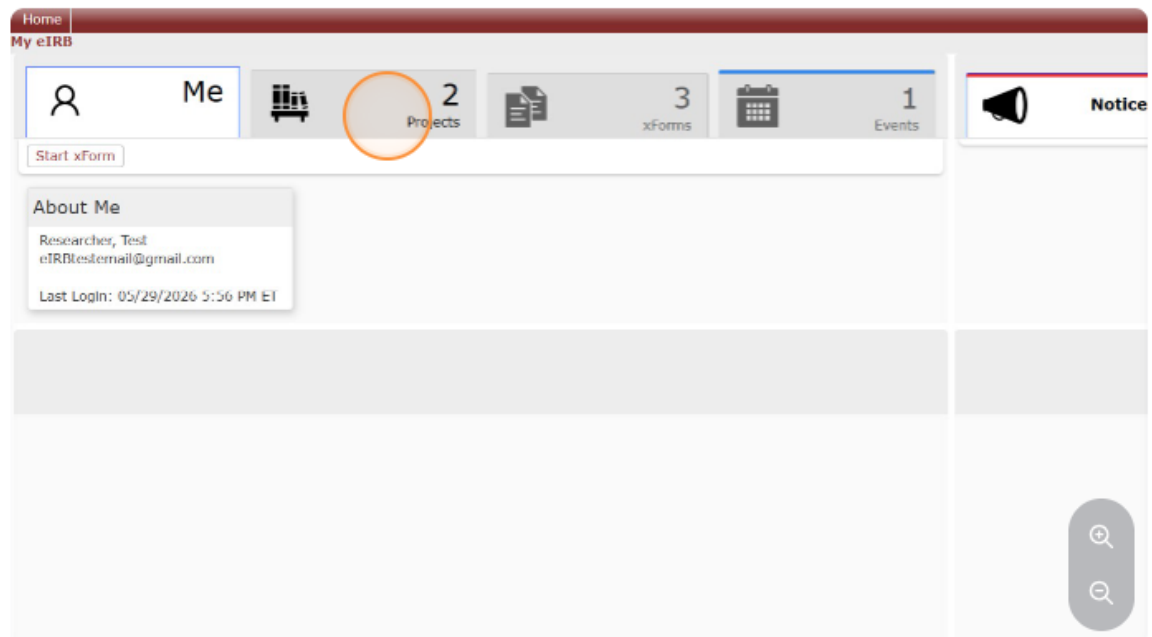
2

Click on eIRB.



3

Click "Projects"



4

Click on your study that you want to initiate the amendment "IRB-2023-TEST-UTRGV"

The screenshot shows the 'My eIRB' dashboard. At the top, there's a navigation bar with 'Home' and 'My eIRB'. Below this, there are several tabs: 'Me', 'Projects' (with a count of 2), 'xForms' (with a count of 3), and 'Events' (with a count of 1). A 'Notice' bell icon is on the right. Below the tabs, there are buttons for 'Export to Excel' and 'Start xForm'. Underneath, there are two buttons: '1 PI' and '1 Co-Investigator'. The main area displays two study cards. The first card, 'IRB-2023-TEST-UTRGV', is highlighted with a red circle. It shows 'New From PI: Allen, Eric' and 'Exp 06/13/2027'. The second card, 'Test-UTRGV', shows 'New From PI: Researcher, Test' and 'Title: Study'. A search icon is visible in the bottom right corner.

5

Click "Start xForm"

The screenshot shows the 'Project IRB-2023-TEST-UTRGV (eIRB)' form. On the left, there's a sidebar with 'Actions' (Send EMail, Start xForm, xForms (0)), 'Recent Items' (IRB 2023-TEST-UTRGV, Test UTRGV), and 'My Docs & x-forms' (0 Attachments, 3 x-forms). The 'Start xForm' button is highlighted with a red circle. The main area displays the project details. The 'Project' is 'IRB-2023-TEST'. The 'Committee' is 'IRB'. The 'Category' is 'College of Fine Arts'. The 'Agent Types' are 'Focus Groups'. The 'Title' is 'Demonstration Project'. The 'Exempt Categories' are listed. The 'External IRB I-WA Number' is 'International Research Locations'. The 'IRB approved number of participants' is 'IRB Clinical Trial Status'. The 'Multisite Status' is 'Name of Other Funding Source'. The 'Other Committee Oversight Status' is 'Study Populations'. The 'VA Status' is 'Project-Site'. The 'Site(s)' is 'UTRGV - University of Texas Rio Grande Valley'. The 'Status' is 'New From PI'. The 'Approval' is 'June 14, 2025 for 12 months'. The 'Initial Approval' is 'June 14, 2025'. The 'Sponsor(s)' is 'DOE (Primary)'. The 'Sponsor Id' is 'Grants'. The 'CRO' is 'Year: 2026'. The 'Expedited Categories' are 'Category 6. Collection of data from voice or image recordings made for research'. The 'Funding Status' is 'Yes'. The 'International Research Status' is 'No'. The 'IRB Clinical Research Status' is 'No'. The 'IRB Project Review Type' is 'Expedited'. The 'Name of External IRB' is 'Name of Site Relying on UTRGV'. The 'Regulatory Oversight' is 'HHS'. The 'Thesis/Dissertation Status' is 'None of the Above'. The 'PI' is 'Allen, Eric'. The 'Additional' is 'N'. The 'Expiration' is 'June 13, 2027'. The 'Other Expirations' are 'IRB Annual Check-In Due Date - 06/12'.

6

Under forms you will see all the optional forms available to you for your study
click "IRB Amendment Form"

The University of Texas
Rio Grande Valley

Start Form on Project-Site IRB-2023-TEST-UTRGV

Filter:

Select xForm to start

Action	Form (Click to start)	Description
	IRB Amendment Form (Draft)	IRB Amendment Form- use this form to request changes to a previously approved project.
	IRB Annual Check-In Form (Draft)	IRB Annual Check-In Form
	IRB Continuing Review (Draft)	IRB Continuing Review
	IRB Reportable Event Form (Draft)	IRB Reportable Event Form
	IRB Study Closure Form (Draft)	IRB Study Closure Form



7

Click in the text box to provide the required information.

Display Faculty Advisor

Note: This is the faculty advisor currently on record for this project. If you need to request a change to the faculty advisor, please include that information in the questions below. If blank, there is no faculty advisor on record for this project.

Name	Role
------	------

Display Project Personnel

Note: These are the other personnel currently on record for this project. If changes need to be made, please include that information in the questions below.

Name	Role
Researcher, Test	Co Investigator

Amendment Details

[View Audit](#)

Summary of Change(s) (Required)

This is meant to be a quick summary for the reviewer (this text will also be used to prepare the approval letter).

Please describe the reason(s) for the requested change(s). (Required)

Type of Amendment (Select all that apply) (Required)

Note: Choose Consent Form if any changes are needed to consent, assent, or parental consent/permission form.

Note: If adding additional sites/locations you should also select letters of permission because these will be needed from any additional site or location.



8

Click in this box and provide the required information.

NAME: [Name] | ROLE: [Role]

Researcher, Test | Co-Investigator

Amendment Details [View Audit](#)

Summary of Change(s) (Required)
This is meant to be a quick summary for the reviewer (this text will also be used to prepare the approval letter).
 Adding a new survey instrument.

Please describe the reason(s) for the requested change(s). (Required)

Type of Amendment (Select all that apply) (Required)
Note: Choose Consent Form if any changes are needed to consent, assent, or parental consent/permission form.
Note: If adding additional sites/locations you should also select letters of permission because these will be needed from any additional site or location.

- ☐ Protocol
- ☐ Consent Form
- ☐ Advertisements
- ☐ Questionnaire/Survey
- ☐ Change in Funding Status
- ☐ Interviews/Focus Groups
- ☐ Letters of Permission

9

Select the applicable options for your amendment.

Rio Grande Valley | Collaborators | Data Entry | Page 1 of 1

IRB Amendment Form -- Data Entry

Type of Amendment (Select all that apply) (Required)
Note: Choose Consent Form if any changes are needed to consent, assent, or parental consent/permission form.
Note: If adding additional sites/locations you should also select letters of permission because these will be needed from any additional site or location.

- ☐ Protocol
- ☐ Consent Form
- ☐ Advertisements
- ☐ Questionnaire/Survey
- ☐ Change in Funding Status
- ☐ Interviews/Focus Groups
- ☐ Letters of Permission
- ☐ IRB approvals other than UIRGV approval
- ☐ Change Study/Project Title
- ☐ Adding a site or location
- ☐ Add personnel
- ☐ Remove personnel
- ☐ Change of PI
- ☐ Change Faculty Advisor
- ☐ Other

You will need to click "Next" and then "Submit" to send this form to the next stage in the review process.

Next | Save for Later | More »

- 10 If your selection requires an attachment the option will appear for you to attach all applicable documents, click "add attachment."

Type of Amendment (Select all that apply) (Required)
Note: Choose Consent Form if any changes are needed to consent, assent, or parental consent/permission form.
Note: If adding additional sites/locations you should also select letters of permission because these will be needed from any additional site or location.

- ☐ Protocol
- ☐ Consent Form
- ☐ Advertisements
- ☒ Questionnaire/Survey
- ☐ Change in Funding Status
- ☐ Interviews/Focus Groups
- ☐ Letters of Permission
- ☐ IRB approvals other than UIRGV approval
- ☐ Change Study/Project Title
- ☐ Adding a site or location
- ☐ Add personnel
- ☐ Remove personnel
- ☐ Change of PI
- ☐ Change Faculty Advisor
- ☐ Other

Please attach all updated data collection materials. (Required)
[Add Attachment](#)

You will need to click "Next" and then "Submit" to send this form to the next stage in the review process.

[Next](#) [Save for Later](#) [More ▾](#)

Copyright ©2020-2021 Tech Software, all rights reserved.
34026.5-9472.3/Release/1030450 - OGCARDSC | 3404-65-29 22-34-652 | 0.290x

- 11 Click "Select files..." and attach the appropriate document.

Add Attachment

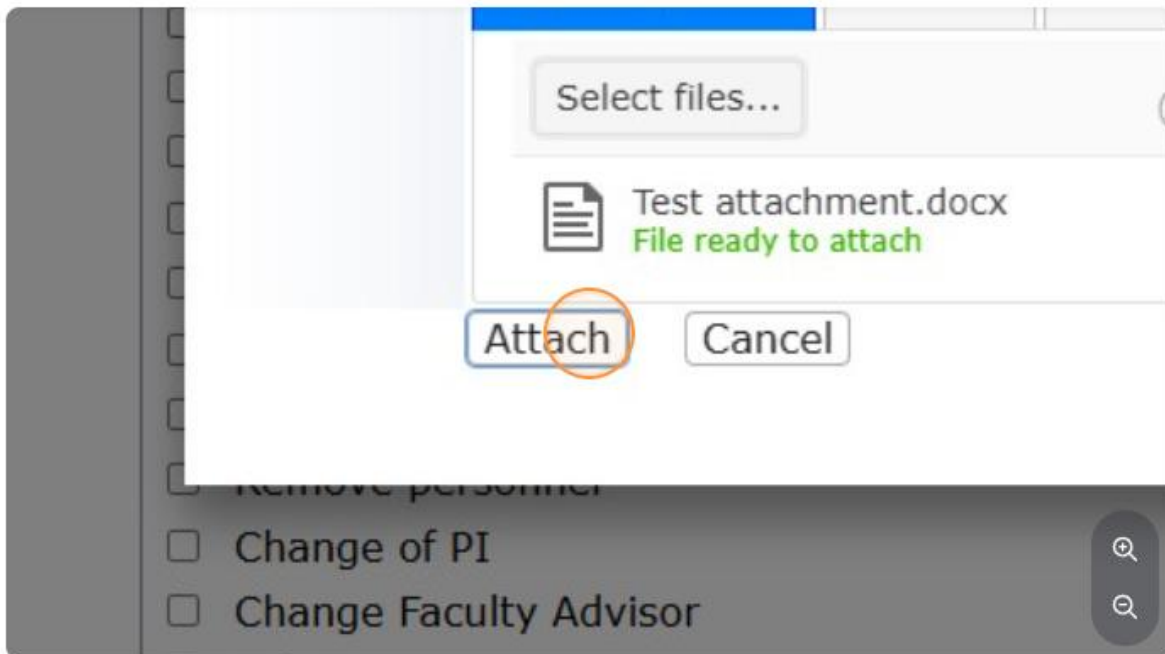
Add Attachment

File(s): [My computer](#) [Dropbox](#) [box](#) [Proje](#)

[Select files...](#) (or drop file)

[Attach](#) [Cancel](#)

12 Click "Attach"



13 Review the red text and then click "Next"

Type of Amendment (Select all that apply) (Required)
Note: Choose Consent Form if any changes are needed to consent, assent, or parental consent/permission form.
Note: If adding additional sites/locations you should also select letters of permission because these will be needed from any additional site or location.

- ☐ Protocol
- ☐ Consent Form
- ☐ Advertisements
- ☒ Questionnaire/Survey
- ☐ Change in Funding Status
- ☐ Interviews/Focus Groups
- ☐ Letters of Permission
- ☐ IRB approvals other than UINCUV approval
- ☐ Change Study/Project Title
- ☐ Adding a site or location
- ☐ Add personnel
- ☐ Remove personnel
- ☐ Change of PI
- ☐ Change Faculty Advisor
- ☐ Other

Please attach all updated data collection materials. (Required)
[Add Attachment](#)

✕ 📄 Test attachment.docx Data Collection Materials

You will need to click "Next" and then "Submit" to send this form to the next stage in the review process.

[Next](#) [Save for Later](#) [More ▾](#)

14

Click "Submit" to send the amendment request to the next stage.

The University of Texas
Rio Grande Valley
Form Complete

Form Completed

You've completed the form. You can now either save the form for later revision, or submit it.

[Go Back](#)

[Save for Later](#)

[Print](#)

[Submit](#)

