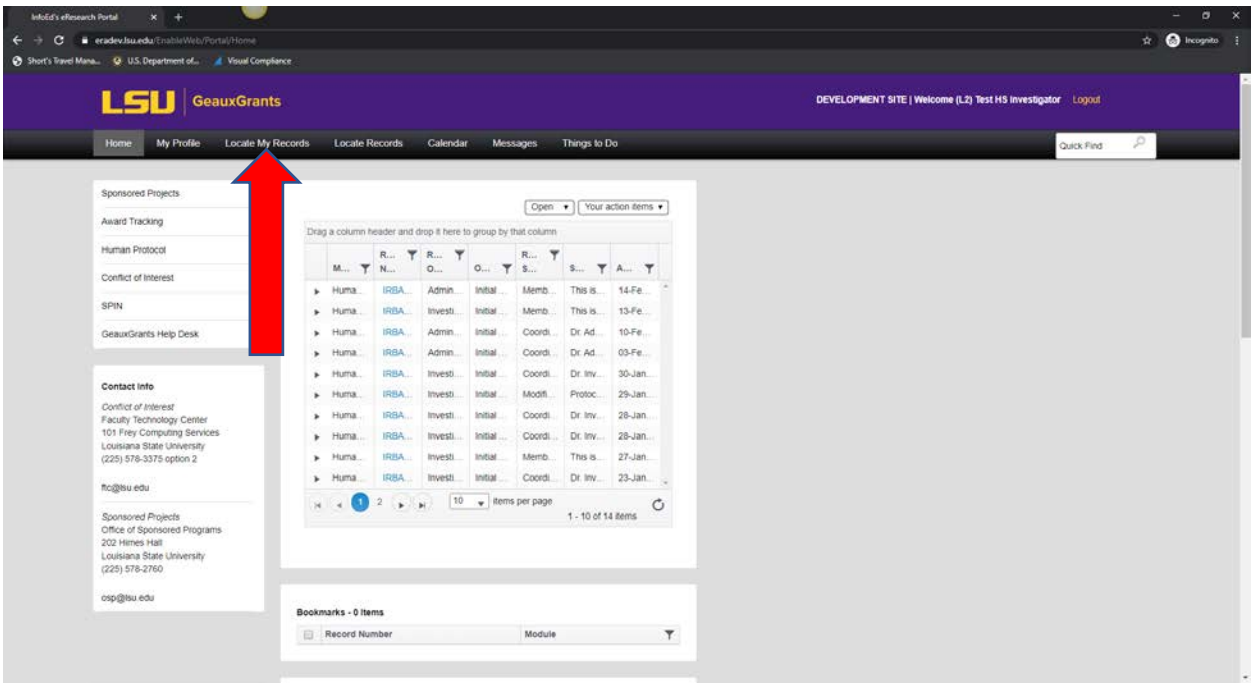
IMPORTANT NOTE: If you are modifying a protocol approved under the previous system (prior to July 1, 2020), go to page 4.

Submitting a Modification

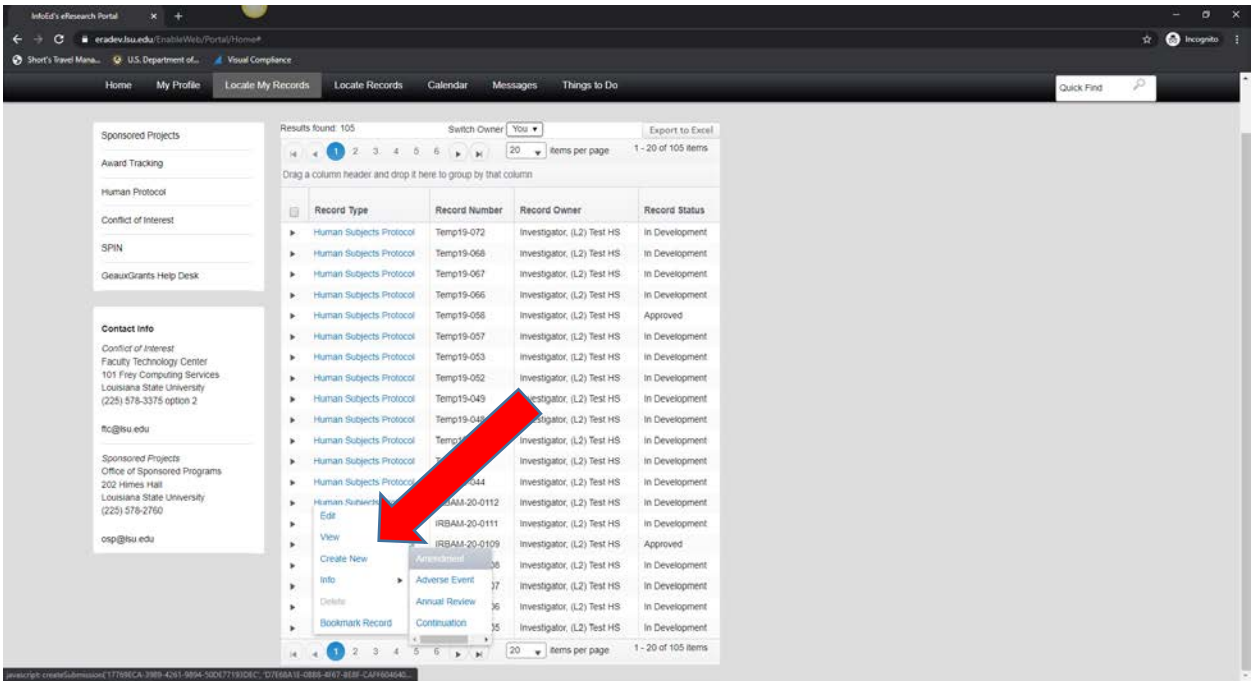
(Using a protocol approved with GeauxGrants; after July 1, 2020)

It is recommended you use Chrome or Firefox when using GeauxGrants. You can login through myLSU or by https://www.lsu.edu/geauxgrants/

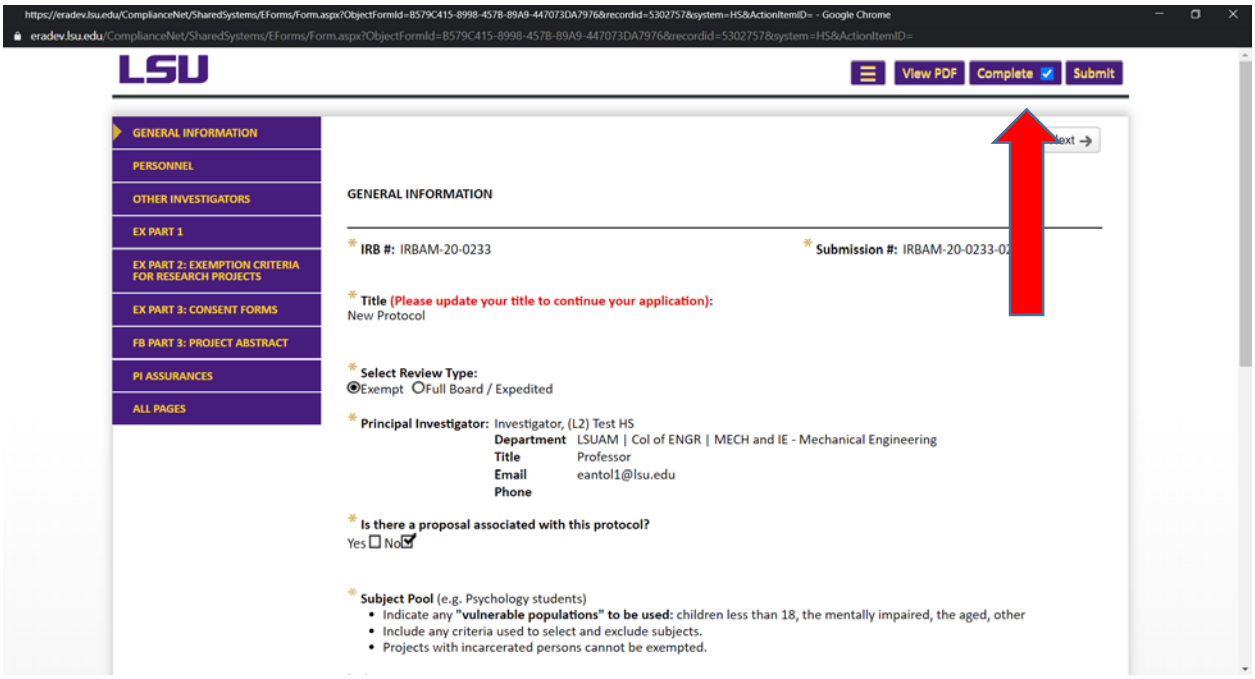
- Locate the protocol to modify under Locate My Records.



- Click the hyperlink of the study you want to modify. Click Create New then Amendment.

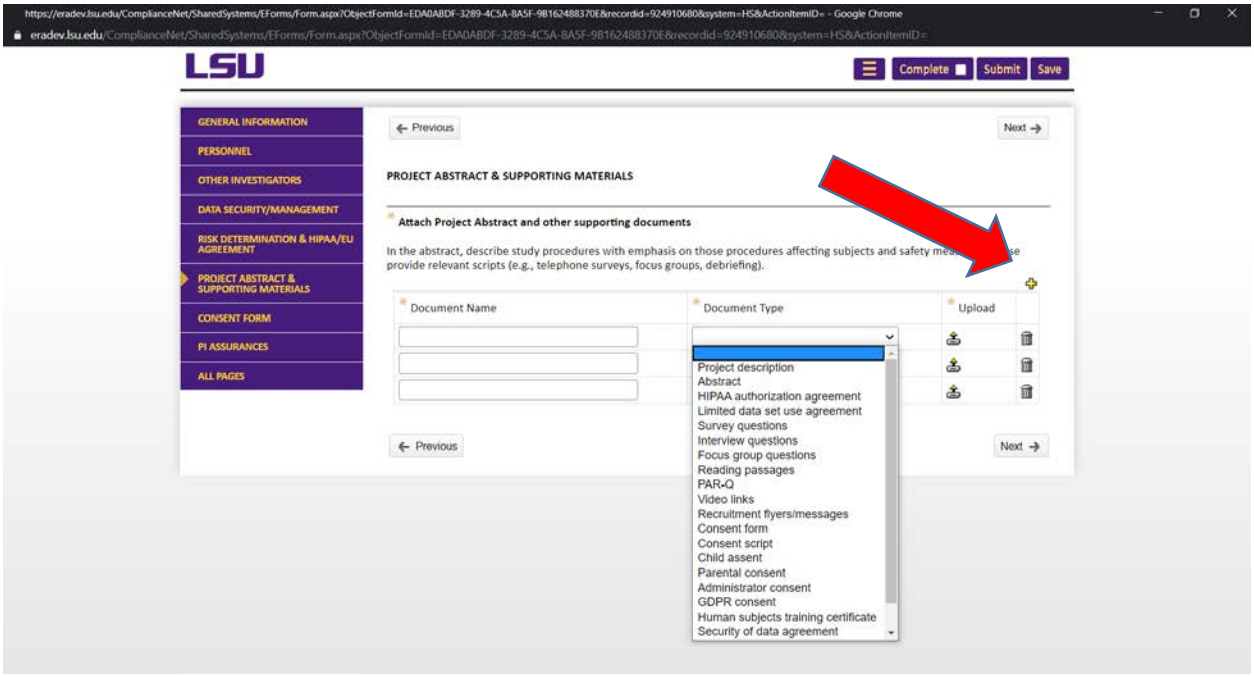


- Uncheck Complete and make the requested changes.

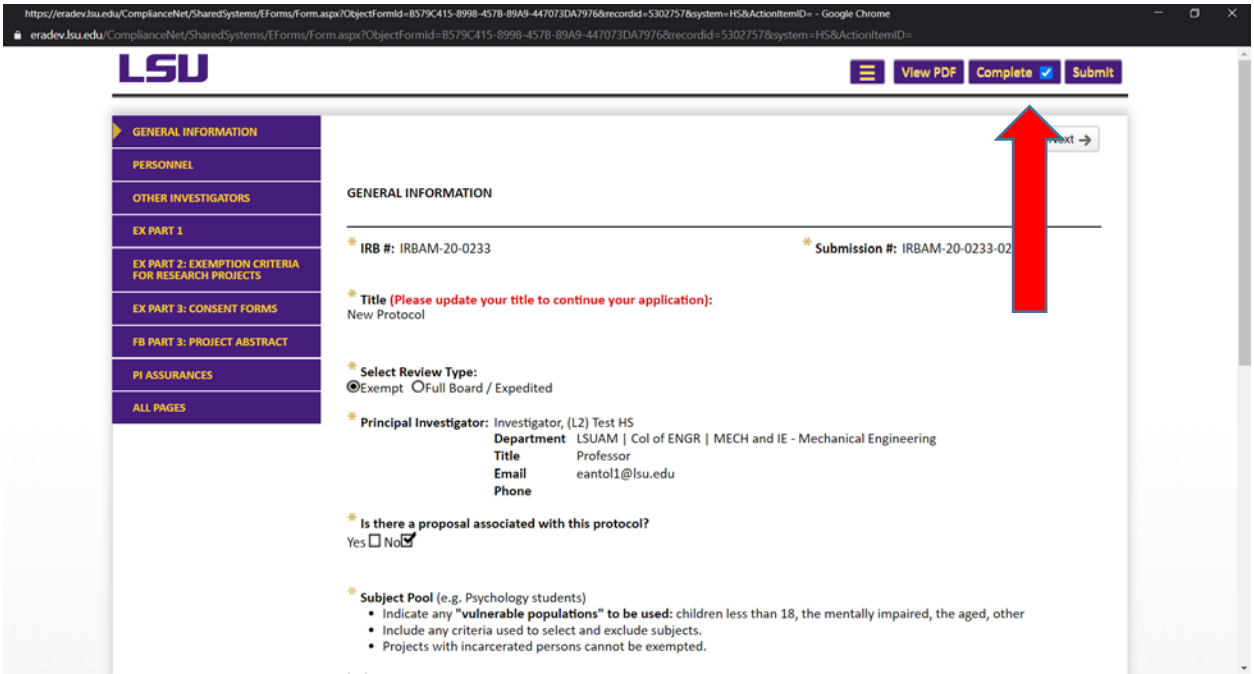


- Under Project Abstract & Supporting Materials, upload any revised documents by clicking the + sign to the expand the section. You will need to click the + sign again to add additional rows to upload multiple documents. By clicking the button under

Upload, it allows you to add your files. **Make sure the changes are highlighted in the documents you upload. The uploaded file names must be less than 50 characters.**



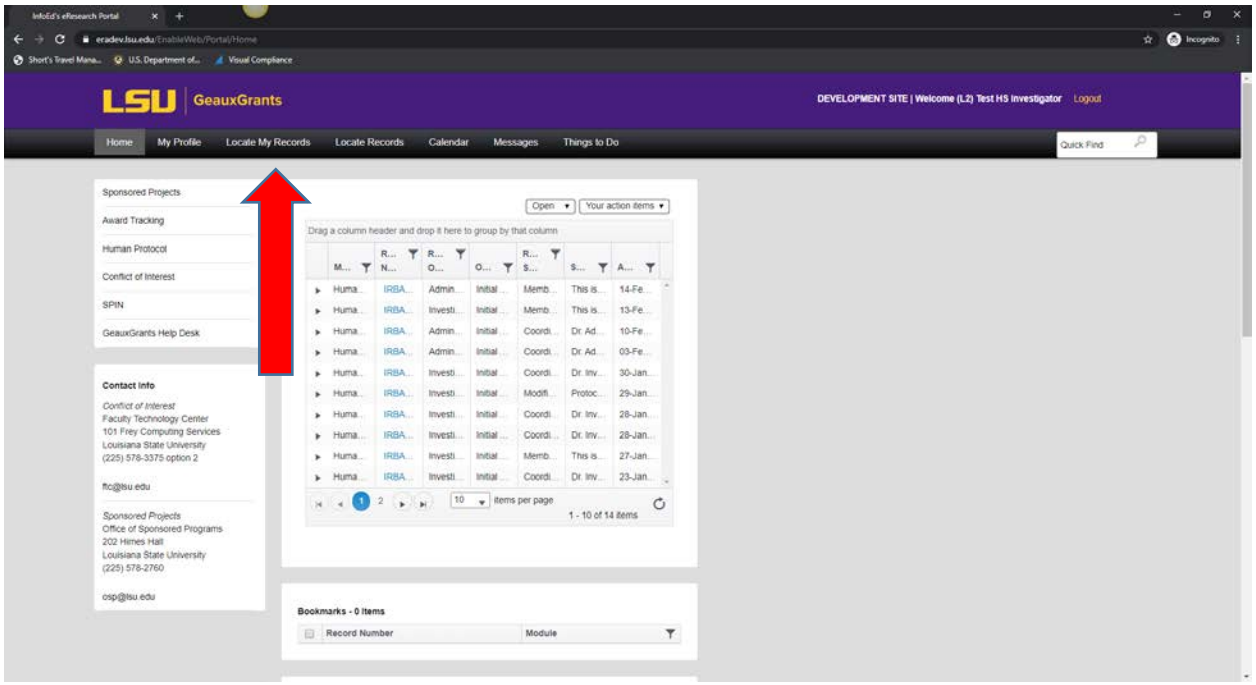
- Once finished, click Complete at the top of the page then Submit.



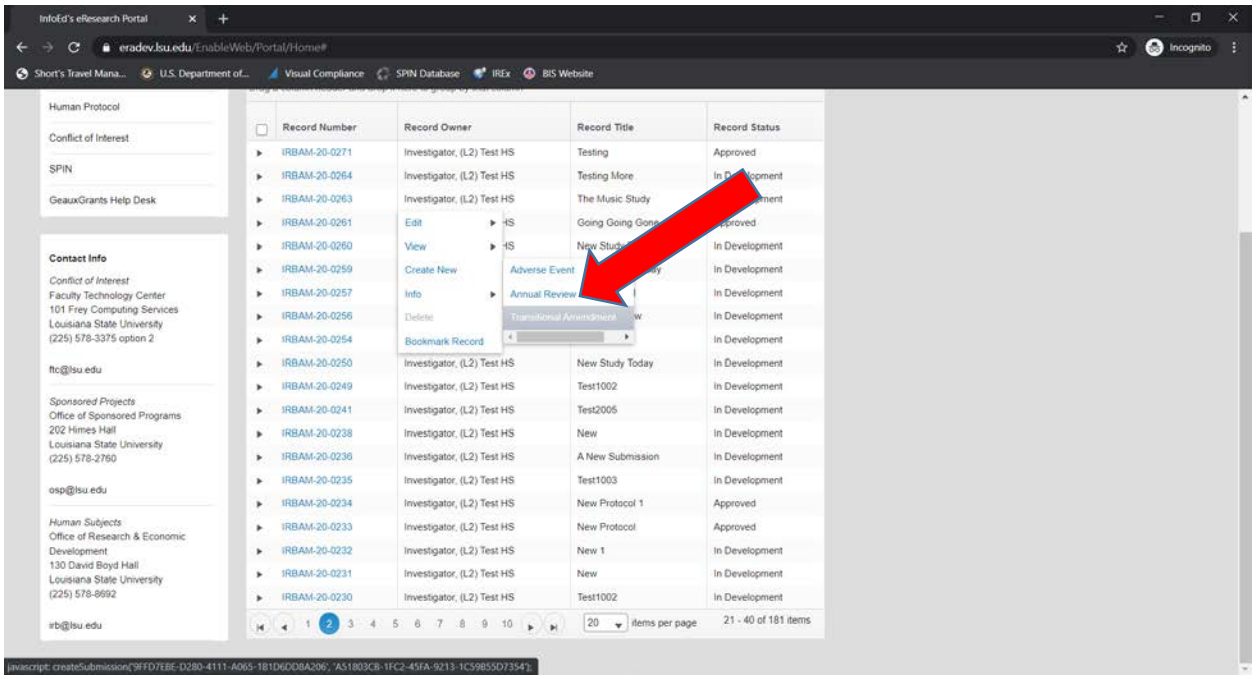
Submitting a Modification

(Using a protocol approved with the old system; before July 1, 2020)

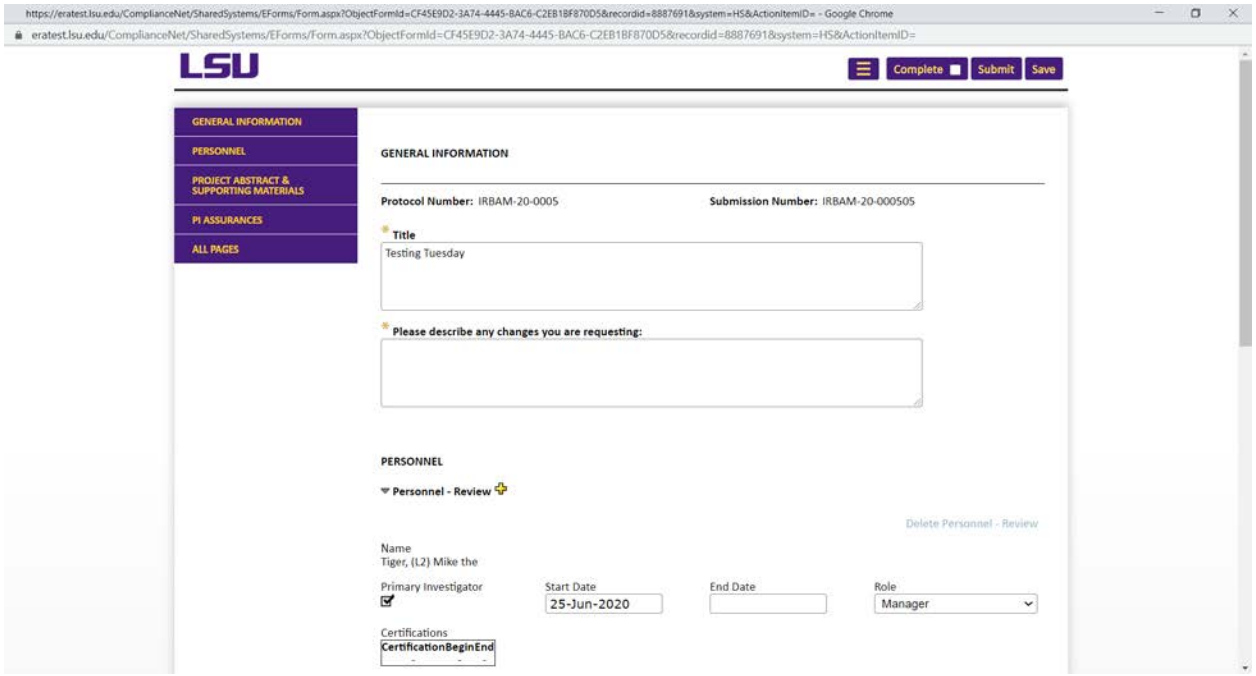
- Locate the protocol to modify under Locate My Records.



- Click the hyperlink of the study you want to modify. Click Create New then Transitional Amendment

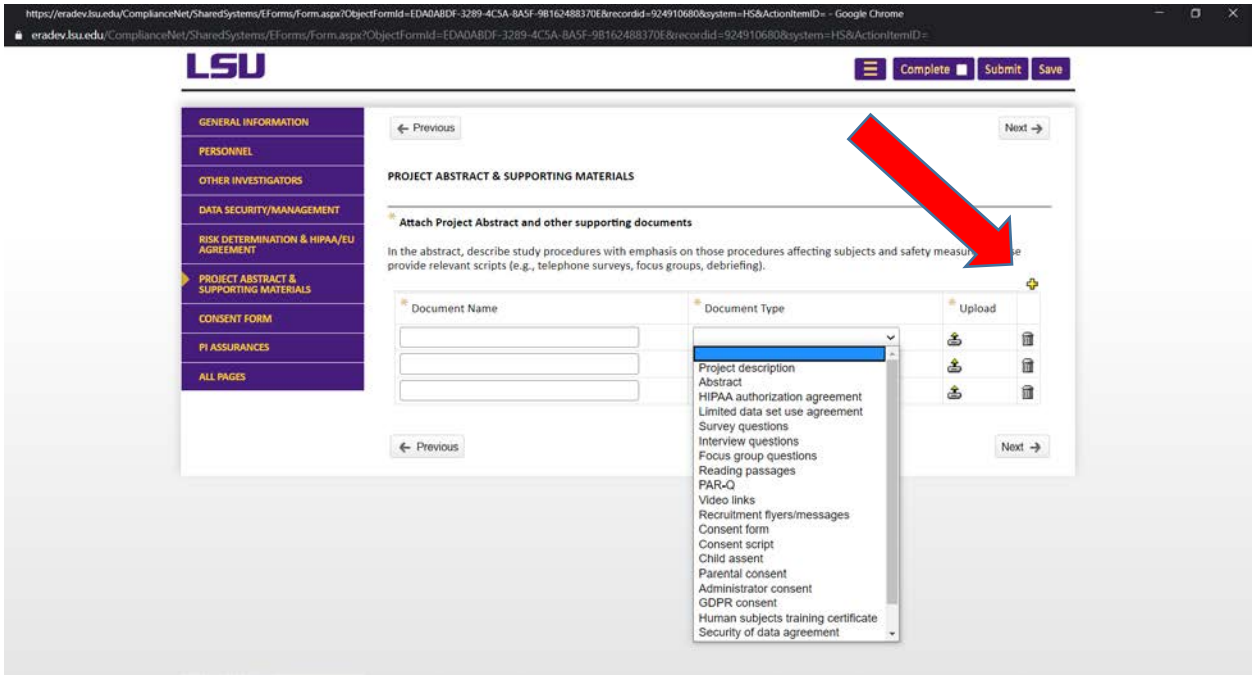


- The modification form will populate the IRB number and the title of your study.

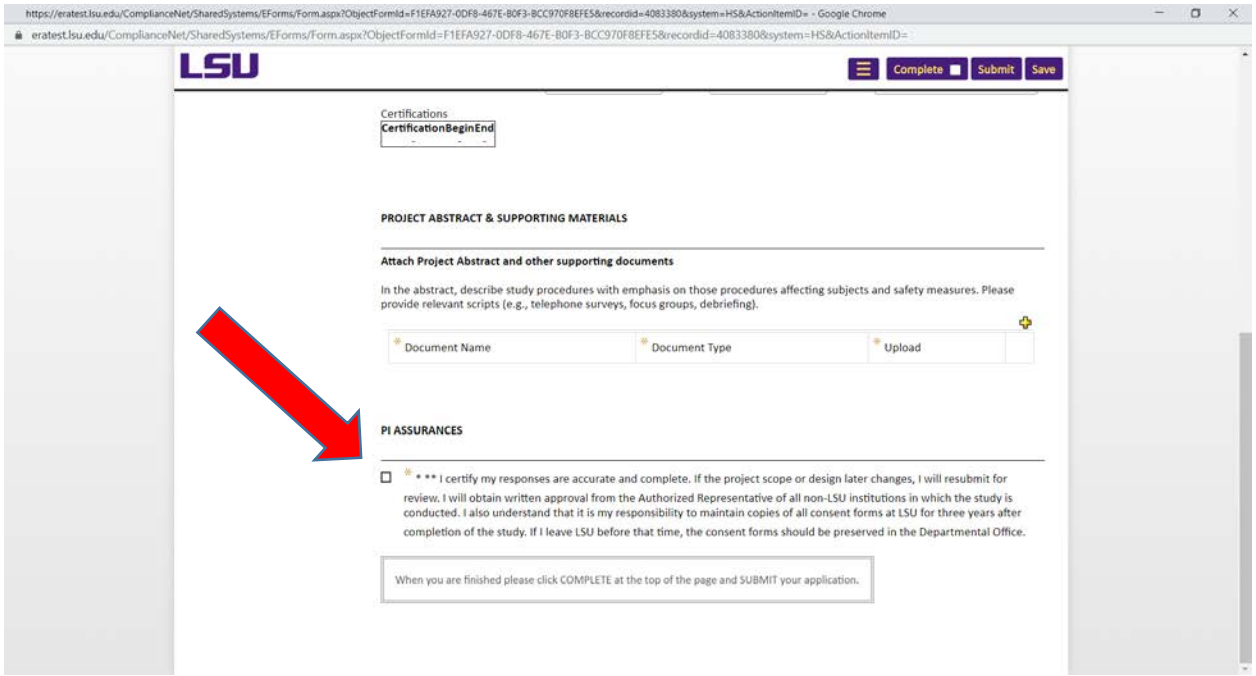


  - Make your requested changes

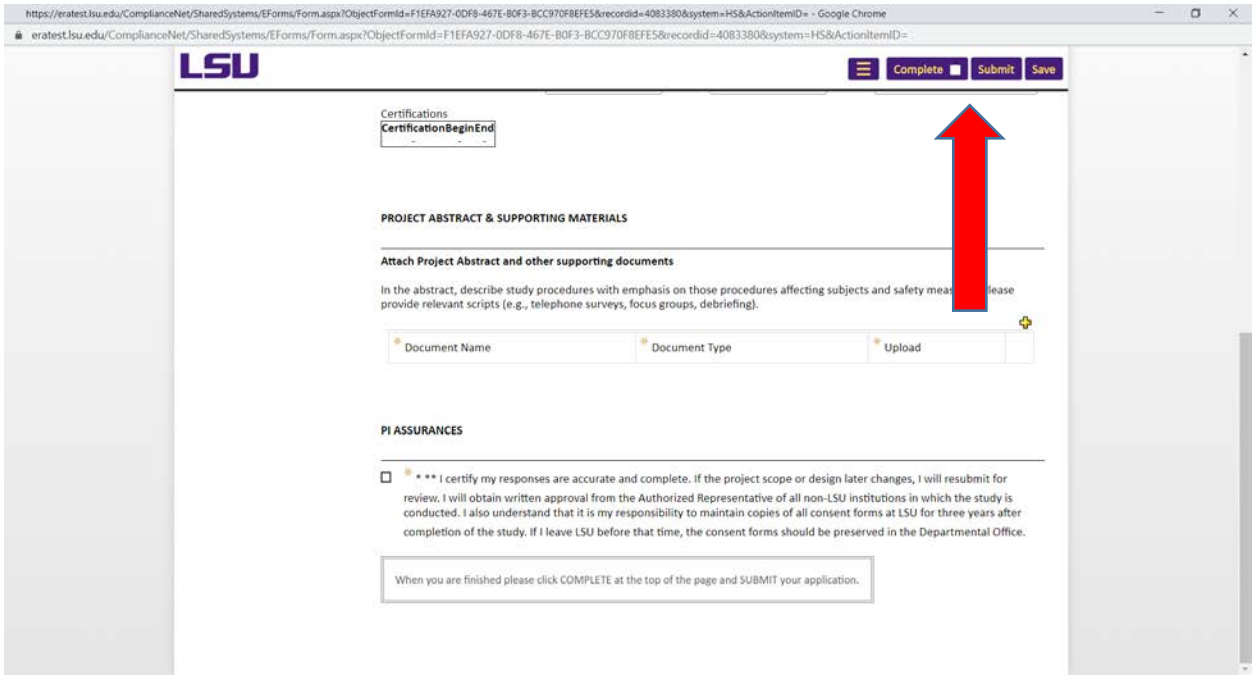
  - Under Project Abstract & Supporting Materials, upload any revised documents by clicking the + sign to the expand the section. You will need to click the + sign again to add additional rows to upload multiple documents. By clicking the button under Upload, it allows you to add your files. **Make sure the changes are highlighted in the documents you upload. The uploaded file names must be less than 50 characters.**



- Once finished, certify your changes are correct.



- Click Complete at the top of the page then Submit.


https://eratest.lsu.edu/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=F1EFA927-0DF8-467E-B0F3-BCC970F8EFE5&recordid=4083380&system=HS&ActionItemID= - Google Chrome
eratest.lsu.edu/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=F1EFA927-0DF8-467E-B0F3-BCC970F8EFE5&recordid=4083380&system=HS&ActionItemID=
LSU
Complete
Submit
Save
Certifications
CertificationBeginEnd
PROJECT ABSTRACT & SUPPORTING MATERIALS
Attach Project Abstract and other supporting documents
In the abstract, describe study procedures with emphasis on those procedures affecting subjects and safety meas lease provide relevant scripts (e.g., telephone surveys, focus groups, debriefing).
Document Name
Document Type
Upload
PI ASSURANCES
* ** I certify my responses are accurate and complete. If the project scope or design later changes, I will resubmit for review. I will obtain written approval from the Authorized Representative of all non-LSU institutions in which the study is conducted. I also understand that it is my responsibility to maintain copies of all consent forms at LSU for three years after completion of the study. If I leave LSU before that time, the consent forms should be preserved in the Departmental Office.
When you are finished please click COMPLETE at the top of the page and SUBMIT your application.