

## MODIFYING AN APPROVED PROTOCOL IN CAYUSE

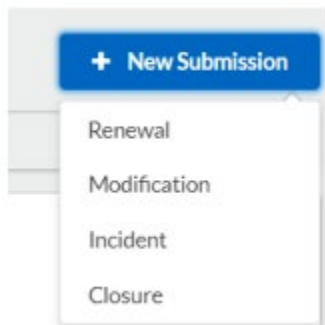
PURDUE UNIVERSITY HRPP-IRB 1/01/2025

Login to Cayuse with your BoilerKey (preferred browser is Google Chrome) at <https://purdue.cayuse424.com/rs/irb>

1. Go to the Approved Studies section of your Cayuse Dashboard and click on the study you would like to modify.

Approved Studies	
<a href="#">IRB-2024-1105</a>	Test Title
<a href="#">IRB-2024-962</a>	TEST - SLM 6.19.24
<a href="#">IRB-2021-1522</a>	TEST - SLM 10.09.2021

2. Go to the “New Submission” button (upper right side) and select “Modification” from the dropdown list.



3. Click the “Edit” button to move to the modification form.



Complete the modification form and make changes to ALL relevant sections of the protocol. You have capability to add/remove personnel, revise text, remove obsolete attachments, or add new documents to the study record.

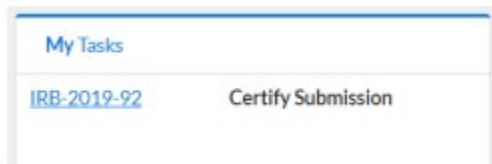
4. Click on the “Complete Submission” button. This will save the submission, but the modification request will not be moved forward to the IRB for review without certification from the Principal Investigator (PI).

### Required Tasks:

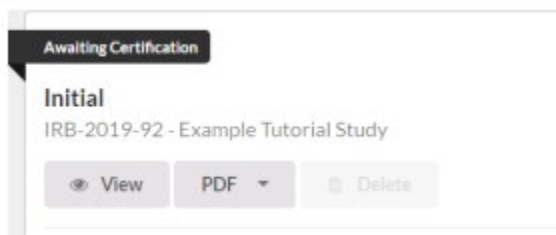
[Complete Submission](#)

## Principal Investigator Certification

1. Login to Cayuse. Notifications appear at the top of the page.
2. A list of Tasks related to your protocol applications will appear in the Dashboard. Click on the submission requiring PI certification ("Certify Submission").



3. Click the "View" button to review the submission for accuracy, or select PDF to review the form in one file.



4. After reviewing the content of each protocol section, the PI has two choices.
  - **Return** the submission to the original author for changes (this step does not send the submission to the HRPP/IRB), or
  - **Certify** the submission to be reviewed by the HRPP/IRB.



Protocol submissions are reviewed in the order in which they are received. The review timelines can certainly vary based on the current volume of submissions, type of submission, and/or complexity of project. Submissions that are incomplete or don't fully provide important details, may require additional time. Please submit early whenever possible and assist students with writing a thorough protocol to avoid substantive revisions. Our website offers our most recent timeline metrics <https://www.ird.purdue.edu/about/metrics.php>.

**Please contact the Purdue HRPP for assistance with any part of your submission.**

Please call **765-494-5942** or email [IRB@purdue.edu](mailto:IRB@purdue.edu) with general questions or for Cayuse system help.

May Hamdani, Advising Administrator, offers virtual meetings to discuss your study and assist you in developing your submission to the IRB. To request a meeting with May, use this

link: <https://outlook.office365.com/book/MayHamdani@purdue.edu/>