IRBear Quick Steps: Creating a New Amendment

1. Go to www.irbear.org. Click ‘Login’ in the upper right corner.

2. Log into IRBear.
3. Confirm that your role is listed as 'Study Staff', on your 'My Home'/Personal Page. If not, click 'Study Staff'. The screen will refresh and your 'Study Staff' homepage will appear.

4. Click the 'Studies' tab. Click the protocol title link; the title will appear under the 'Name' header. The page will refresh and open to the protocol workspace.
5. Click the ‘New Amendment’ activity on the left side of the protocol workspace.

![Diagram]

6. The first page of the amendment Smartform will appear.

![Image]
7. Complete the amendment SmartForm. On the last page, click the 'SmartForm' link to make changes to the protocol SmartForm.

8. Click 'Save' and 'Exit' once you have completed modifying the protocol SmartForm. You will be returned to the last page of the amendment SmartForm. Click 'Finish' on the last page of the amendment SmartForm. The page will refresh and open to the protocol workspace. Click the 'Submit Amendment' activity on the left hand side of the workspace. **NOTE: This activity is only visible for the PI.**

9. The amendment will transition to one of the following states:
   a. 'Awaiting Ancillary Review' if ancillary reviews were requested. Once all ancillary approvals are received, the study will transition to the 'Received by IRB' state.
   b. 'Received by IRB'