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Amendment Smartform FAQ

FAQ: Questions

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FAQ: Answers

Q1: How do I handle amendments for studies submitted and approved using webIRB?

- A. Locate the study under the **My IRB Studies** tab (from your webIRB home page) and link to the study workspace by clicking on the study title (in blue). Then, click on the “New Amendment” button in the lower left-hand corner of the workspace. The amendment application smartform will open.

Q2: How do I track changes to the study application smartform?

- A. webIRB automatically tracks any changes you make to the study application smartform after the study has been approved by the IRB. Click on “View Changes” in the upper left-hand corner of the amendment workspace to see a listing of the modifications made to the application smartform as part of the amendment.

Q3: Do I include both clean and marked copies of revised study materials with my amendment?

- A. Yes. Attach both clean and marked/highlighted copies of revised study materials (consent forms, recruitment flyers, and so on) to the study application smartform.

Q4: How many amendment applications (for the same study) can I have under review at a time?

- A. The webIRB system only allows one amendment to be opened at a time.

Q5: If I withdraw an amendment, can it be reactivated?

- A. No. If you withdraw an amendment it cannot be reactivated. Use the **Withdraw** activity only if you wish an amendment to be archived (no further actions will be permitted).