LSU
GeauxGrants

Submitting an IRB Amendment

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

IMPORTANT NOTE: If you are modifying a protocol that was approved before the implementation of GeauxGrants (prior to July 1, 2020), you will need to create a **Transitional Amendment** (click hyperlink). The steps for all other Amendments are the same.

**Process for Amendment (2020-2023 protocols) and Amendment (protocols approved 2024 and after)**

Locate the protocol to be modified   (Click here to go straight to Create the Amendment)

There are three ways to locate a record in GeauxGrants:

1. **If you are the PI or Record Owner** - You may login to GeauxGrants and select "Locate My Records" in the navigation bar at the top of the GeauxGrants page. This will display a list of all your protocols.
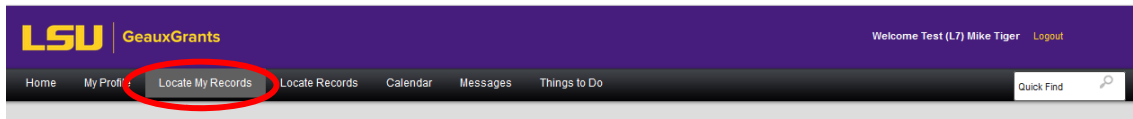
2. **If you are not the PI or Record Owner (but are listed on the Personnel page of the protocol)** - Once logged into GeauxGrants, you may select "Locate Records" in the navigation bar at the top of the page.
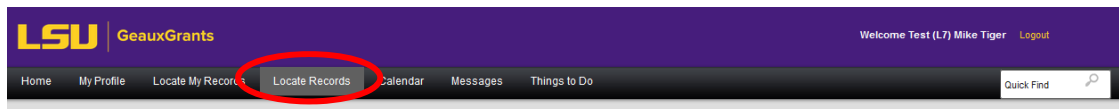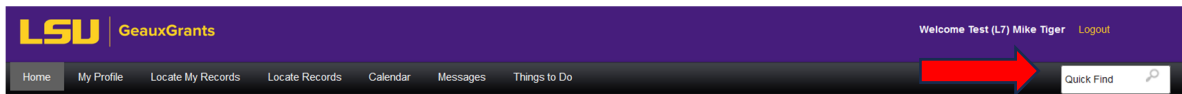

Check the box next to "Human Protocol." Select your search parameter (e.g., Record Personnel, Record Number, etc.). Then type in the key word/number (e.g., Last Name/First Name, etc.) and click "Search."

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3. Type the record number (e.g., 24-0000) into the "Quick Find" bar on the top right of any GeauxGrants page.

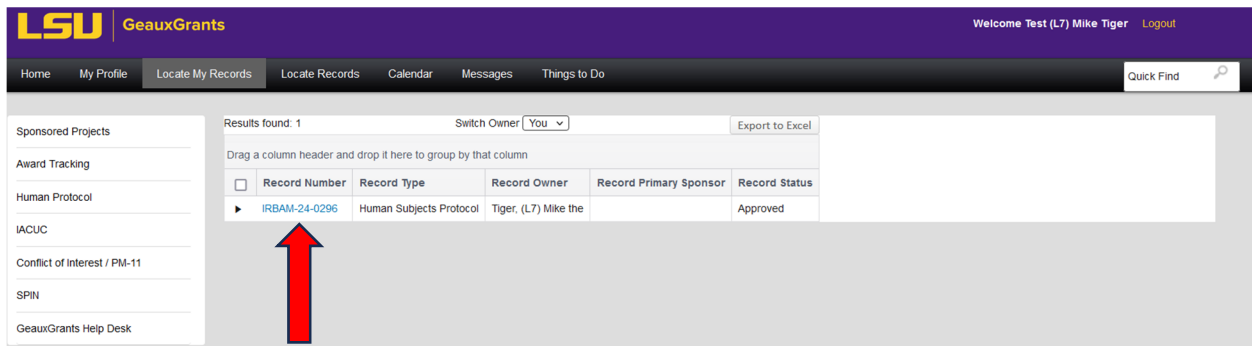

If you are not the PI and are not listed on the Personnel page of the IRB protocol, you will **not** have access to the record.
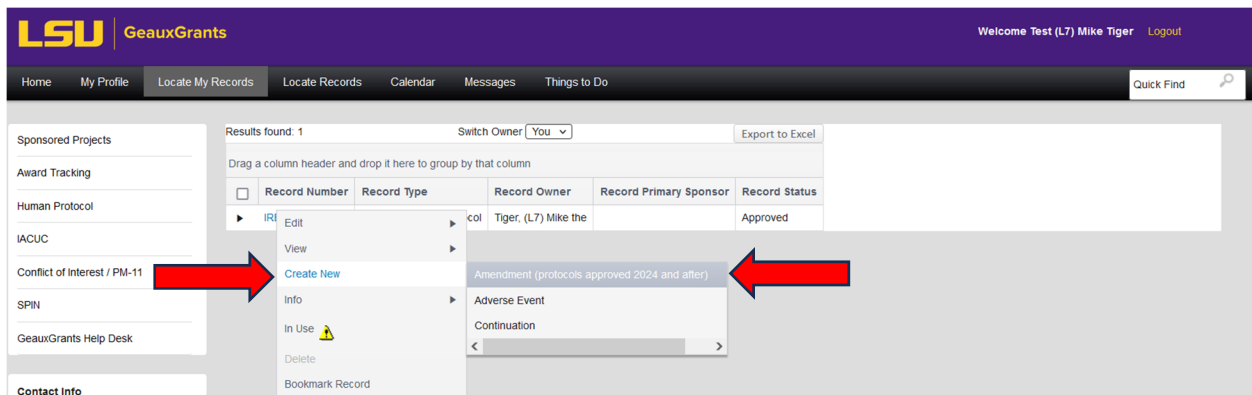
Create the Amendment

Once the record has been located, the amendment can be created by either:
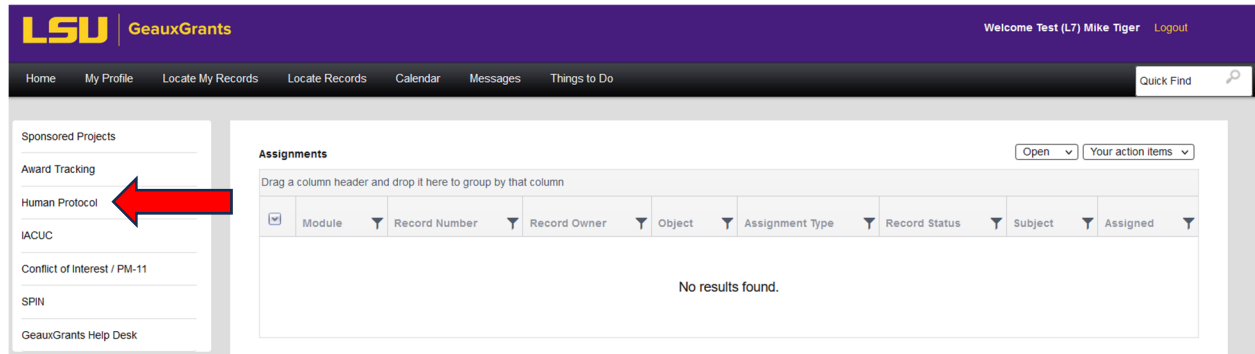
1. Clicking on the hyperlinked record number.

Select "Create New" in the drop-down menu and select the appropriate Amendment.

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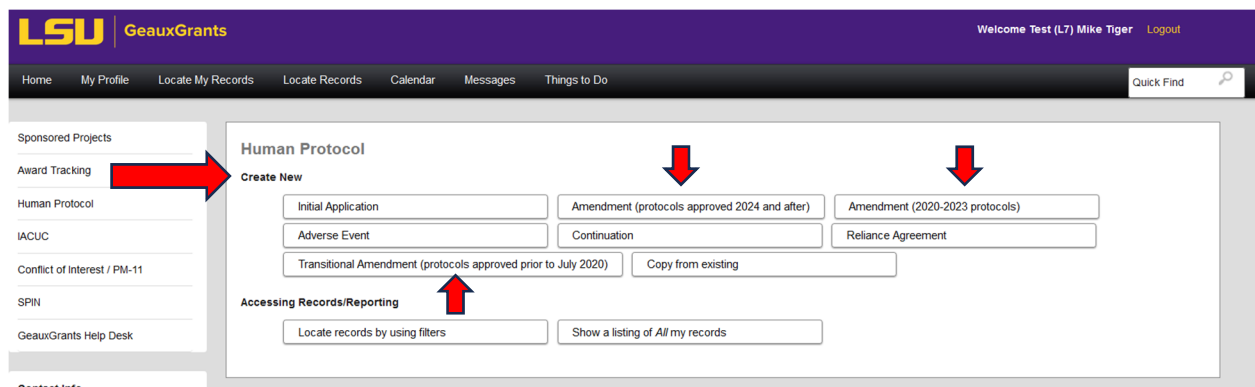**lsu.edu/irb**

Submitting an IRB Amendment

OR…

2. From the GeauxGrants home page, select Human Protocol in the left navigation.

Under "Create New" select the appropriate amendment form to create.

- Depending on when your protocol was approved, select either "**Amendment (protocols approved 2024 and after)**," "**Amendment (2020-2023 protocols)**," or "**Transitional Amendment (protocols approved prior to July 2020)**."
  (*Since the form has changed over time, choosing the proper amendment will help make sure that the form properly populates, and you do not have to answer questions for which you've already provided responses. If you are creating a Transitional Amendment, [click here](.*).)

- When the Add Human Protocol Box opens, enter the protocol number and select "Go."

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Submitting an IRB Amendment

- Scroll to the bottom of the Human Protocol Box and select the correct protocol. Then click "Select."

Completing the Amendment Forms

Open the amendment form and review it to see what data has been automatically populated. If the correct amendment form has been chosen, most information should be pulled in from the initial application or most recent modification. (Some data may need to be added due to application revisions.)

To make the modifications to the form:

- If the "Complete" box at the top of the page is checked, un-check it. This puts the form into edit mode.

- Make any changes throughout the application, as needed.
- If personnel are being added, refer to the instructions for **Submitting an IRB Initial Application**. If personnel are being removed from a protocol, enter an "End Date" next to their information on the Personnel page of the amendment.
(*Changes may be reviewed and compared to previous versions by selecting the three bars at the top of the page, then "Form History." Select the "Compare From/To" buttons for the changes between versions you wish to view*. *Then, select "Go."*)

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Submitting an IRB Amendment

IRB Protocol Review Form Version 2

COMPLETED ON	COMPLETED BY	SUBMISSION NUMBER	SIGNATURE – SUBMISSION TYPE	VIEW	COMPARE FROM	TO
24-Jul-2024 03:25:49 PM	Test (L7) Mike the Tiger	IRBAM-24-023702	- Amendment (protocols approved 2024 and after)	👓	○	◉
21-Mar-2024 03:13:16 PM	Test (L7) Mike the Tiger	IRBAM-24-023701	Electronically Signed: 21-Mar-2024 3:13:19 PM - by Test (L7) Mike the Tiger, LSUAM | Col of HSS | Geography and Anthropology | CC00119 - Initial Application	👓	◉	○
					Go	

- On the "Amendment Page" of the form, provide a brief description of all of the modifications being made in the amendment and any attachments that are being updated. (Note: This description is what will appear on the amendment approval letter.)

- On the Project Abstract & Supporting Materials page, update any/all documents with the modification information and attach any new materials. If changes are made within any previously approved attachments or to previously approved forms, be sure to **highlight** those changes or enable the "**Track Changes**" feature on the document. (Not doing so may cause delays in the review process.)

Consent Form

1. Study Title: ~~Test 1~~New Title for Test 1

2. The purpose of this research project is to determine whether there is an association between controlled drug use and migraine headaches and whether migraine headaches alter one's ability to concentrate. The study will take place over a period of ~~6~~ 12 months. Your expected time in the study will be 3 months. The study will be conducted

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GeauxGrants

Submitting an IRB Amendment

- If new personnel are being added to the protocol, be sure to add them to any/all necessary documents and provide their human subjects training certificate. If **personnel are being removed**, enter a date in the "**End Date**" field on the Personnel page and update any/all attachments on which personnel are mentioned.
- Instructions for how to upload attachments can be found on the guide for **Submitting an IRB Initial Application**.
- Once all changes have been made, click the "Save" button, re-check the "Complete" box and then click "Submit."

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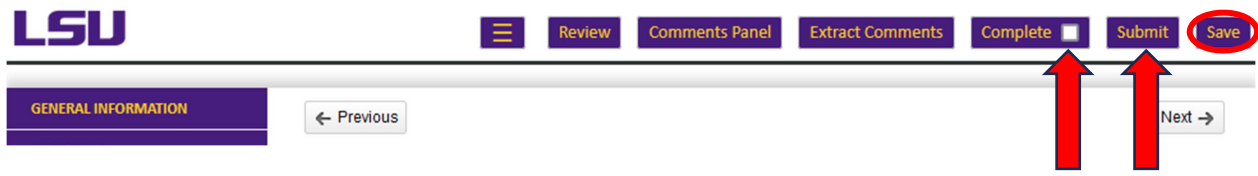
Submitting an IRB Amendment

<u>Transitional Amendment</u>

- Transitional Amendments are only used for studies approved after the implementation of GeauxGrants in July 2020. They are generally for protocols with numbers that are four or five digits and may be preceded by an "E" (e.g., IRB #0000 or IRB #E00000).

Locate Records using the same methods described on **page 1** of this guide.

Create the Amendment using the same methods described on **page 2** of this guide.

To make the modifications to the form:
- Un-check the "Complete" box at the top of the page. This puts the form into edit mode.
- In the space provided, provide a brief description of the changes being made in the amendment and which attachments are being updated, if any.

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Submitting an IRB Amendment

- On the Project Abstract & Supporting Materials page, update any/all documents with the modification information and attach any new materials. If changes are made within any previously approved attachments or to previously approved forms, be sure to **highlight** those changes or enable the "**Track Changes**" feature on the document. (Not doing so may cause delays in the review process.)

Consent Form

1. Study Title: ~~Test 1~~New Title for Test 1

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- If **new personnel** are being added to the protocol, be sure to add them to any/all necessary documents and provide their human subjects training certificate. If **personnel are being removed**, enter a date in the "**End Date**" field on the Personnel page and update any/all attachments on which personnel are mentioned.
- Instructions for how to upload attachments can be found on the guide for **Submitting an IRB Initial Application**.
- If personnel are being added, refer to the instructions for **Submitting an IRB Initial Application**. If personnel are being removed from a protocol, enter an "End Date" next to their information on the Personnel page of the amendment.
- Once all changes have been made, click the "Save" button, re-check the "Complete" box and then click "Submit."

LSU | ☰ Review | Comments Panel | Extract Comments | Complete ☐ | Submit | Save

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