



QUICK REFERENCE GUIDE

CHANGE REQUEST FORM

HRPP (IRB) Overview

IRB Proposal Preparation on NUgrant is done in three steps – form preparation, uploading files and submitting the form. Follow the steps below for each action.

Add a Change Request Form

1. Login.
2. Select 'Research Responsibility' from the list across the top. Then choose 'Projects'.
3. Click on the magnifying glass icon to the left of the project you need to submit a change request for.
4. In the 'Add a New Form' section, select 'Change Request Form' from the drop down menu and click on 'Add'.
5. Enter the required information on each page. When the page is complete, check the 'Check if page is complete' box.
6. Use navigation buttons at bottom of pages (or page numbers at the top) to move through form.
7. On the final page select "Finish" when complete.

Uploading Files

1. Go to page 1 to upload files. You will need to upload any changed materials including, but not limited to, consent/assent forms, new/revised measures, revised recruitment materials, etc.

Submitting the Form

1. Once you have completed the form, on the summary page, you will select the 'Action'. You will select 'Submit to HRPP'. Once the form has been submitted, the appropriate person(s) will review the change request form.
2. At this point, you will no longer be able to edit the form until after you receive feedback from the IRB.

Hints

1. Questions asked on NUgrant are the same as the paper form.
2. If page is incomplete or the box is not checked at the end of a page, you will receive a message explaining what is wrong. Also, when the form is submitted, you will receive a message indicating it has been submitted.
3. Don't use the 'back' and 'forward' button that is part of the internet browser (top of screen) to go back and forth between pages. Use either the 'Previous' or 'Next' buttons at the bottom of the NUgrant screen, or the page numbers at the top of the NUgrant screen. If you use the browser buttons, you will lose the information you entered. If you use the NUgrant buttons, your information will be saved.
4. The boxes will expand as you type in them. You are not limited to the space provided.