Follow-on Submissions - At-a-Glance MOD Checklist

1. Go to irb.harvard.edu

2. Click the "Submissions" link on the left side of the screen

3. Select a workspace for an approved study

4. In the workspace, select "Create Modification" (on the left)

5. Select "modification" on the first page of the SmartForm

6. Select "study team members" or "other parts of the study" or both.

7. Fill in all needed spaces of the SmartForm

   - Upload all necessary documents to the appropriate spaces only
   - UPDATE any revisions documents (do not "delete" unless the document is being removed from the study)
   - Select "continue to save and advance to the next screen
   - Select "finish" for an 'error check' and to return to the submission workspace.

✓ **Make sure the PI selects "Submit" when the application is done.**

✓ **Make sure the Primary Contact is correct**

✓ *When responding to clarifications during review, you will need to make changes directly in the SmartForm and someone on the approved study team must "Submit Changes" to proceed with the IRB review.*