

Follow-on Submissions - Attaching Documents with a MOD

To request changes to currently approved study materials, or to populate a migrated study with current information:

- Select 'Create Modification' in the main study workspace.
- Select 'modification' to 'other parts of the study'.
 - If 'study team members' is selected, only that page will be available for edits.
 - If BOTH 'other parts of the study' and 'study team members' is selected, the entire SmartForm will be available for edits.
- Page through the SmartForm and update and attach new documents to the appropriate areas of the SmartForm [do not delete previously approved documents]

1. Update document

REMEMBER

- ✓ Save the changes on the SmartForm
- ✓ Contact the PI to 'submit' the modification request

1. * File to attach:
Document test.docx(0.01) | History Upload Revision Delete

2. Name (if not indicated, file name will be used):

3. Version number / date:

* Required OK OK and Add Another Cancel

2. Upload revision and fill in information

3. Select 'ok'

