

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/>.

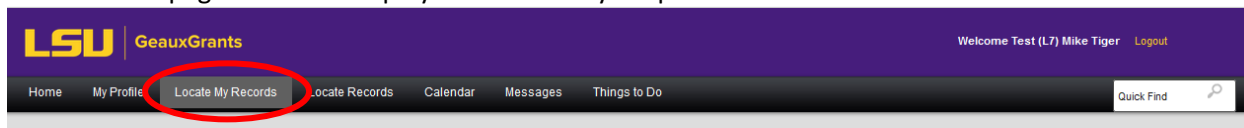
IMPORTANT NOTE: If you are modifying a protocol that was approved before the implementation of GeauxGrants (prior to July 1, 2020), you will need to create a [Transitional Amendment](#) (click hyperlink). The steps for all other Amendments are the same.

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

Locate the Protocol

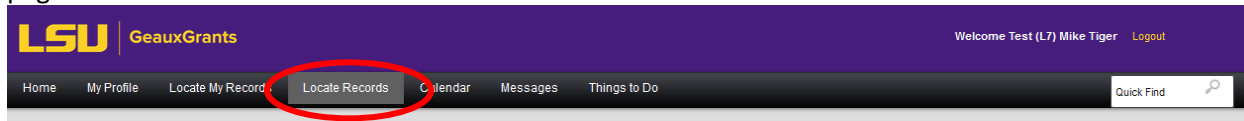
If you are the PI:

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 of your protocols.



If you are **not** the PI (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."

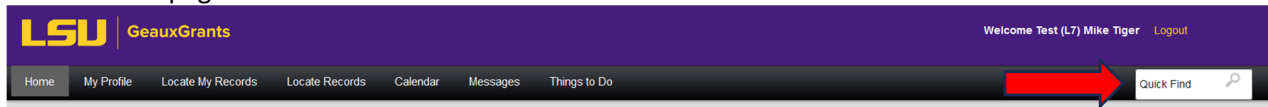
A screenshot of the 'Select Locate Criteria' search form. The form has a title bar with 'Save', 'Get', 'Help', and 'Close' buttons. Under 'Modules available for searching across:', there are checkboxes for 'Award', 'Conflict of Interest / PI-11', 'Human Protocol' (which is checked and highlighted with a red arrow), and 'IACUC'. Below this, there are two columns of search criteria. The 'Available fields to search by' column includes options like 'Current Project Status', 'Record Associated Departments', etc. The 'Selected fields' column includes 'Record Personnel' (checked), 'Record Personnel Department', etc. A red circle highlights the 'Search' button in the top right corner. Below the 'Selected fields' column, there is a text input field with 'Tiger' entered, and a list of search results starting with 'Tiger, (L10) Mike the - LSUAM | Col of HSS | Dean's Office |'.

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Typing the record number (e.g., E0000, 24-0000, etc.) into the “Quick Find” bar on the top right of any GeauxGrants page.

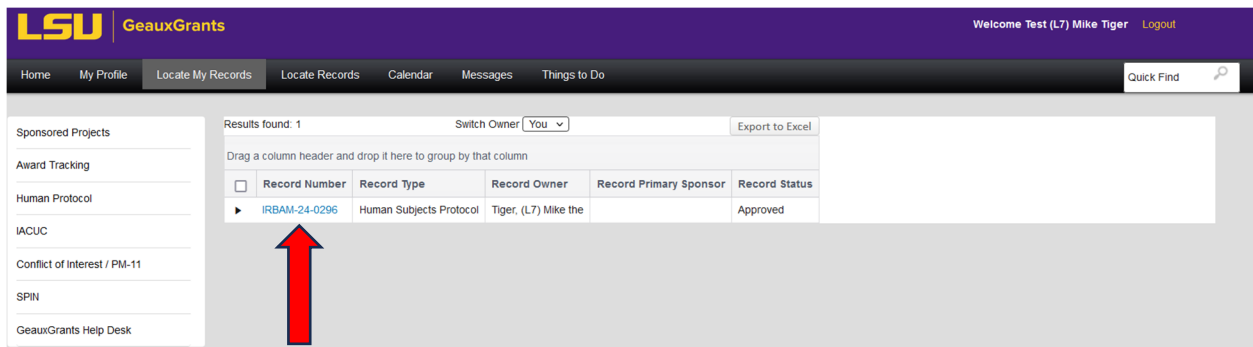


If you are not the PI and are not listed on the Personnel page of the IRB protocol, you will **not** have access to the record.

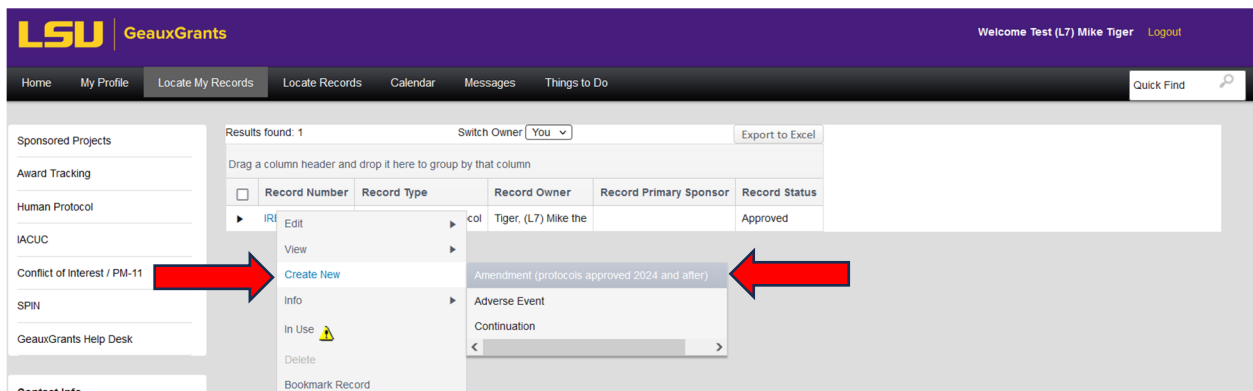
Create the Amendment

Once the record has been located, the amendment can be created by either:

1. Clicking on the hyperlinked record number.



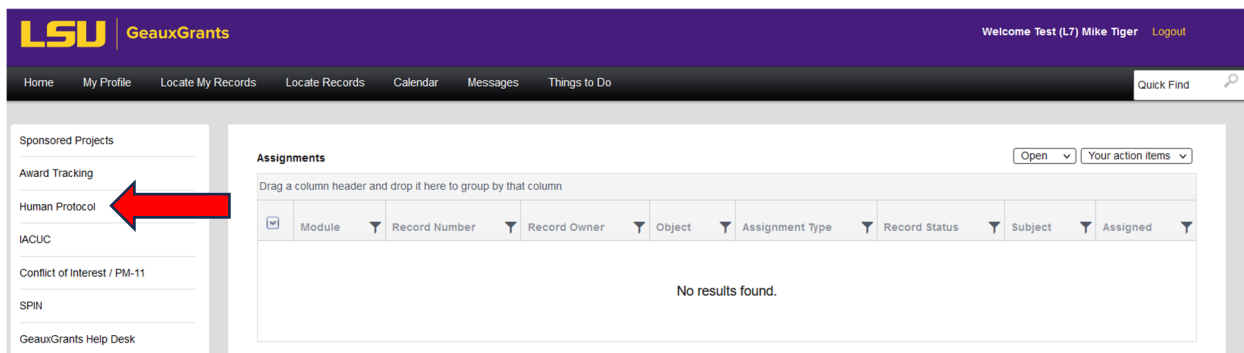
Select “Create New” in the drop-down menu and select the appropriate Amendment.



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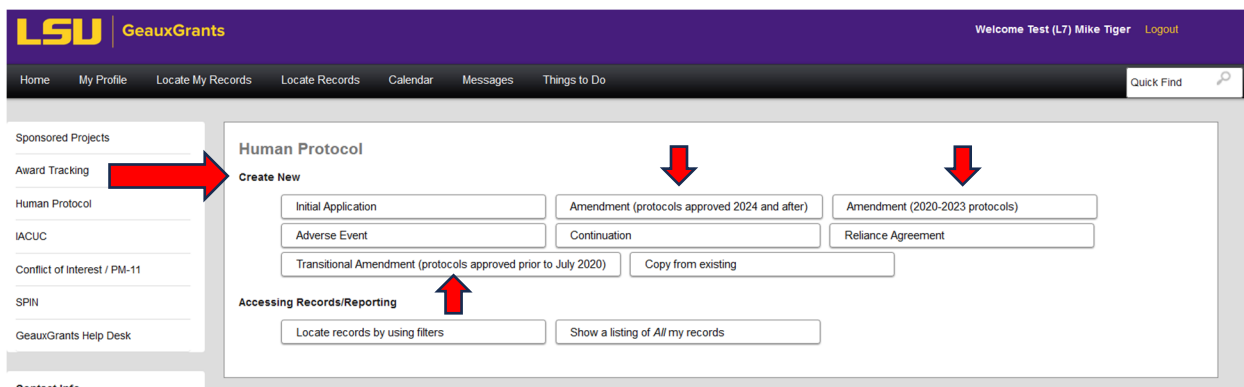
OR...

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.”

Add Human Protocol
Close

Select by Number

Apply Filters

Browse By

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

| | | | | Select |
|---|--|----------------------|----------------------|-------------------------------------|
| Number | Title | Record creation date | PI | Select |
| IRBAM-24-0237 | New Protocol Created for Test (L7) Mike the Tiger on 21-Mar-2024 3:11 PM | 21-Mar-2024 | Tiger, (L7) Mike the | <input checked="" type="checkbox"/> |
| <div> ◀ ▶ 1 ▶ ▶▶ </div> <div>20 items per page</div> | | | | 1 - 1 of 1 items ↻ |

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:

- Un-check the “Complete” box at the top of the page. This puts the form into edit mode.

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Review

Comments Panel

Extract Comments

Complete ☐

Submit

Save

GENERAL INFORMATION

PERSONNEL

OTHER INVESTIGATORS

RISKS AND BENEFITS

Next →

GENERAL INFORMATION

🔗 IRB #: IRBAM-24-0237

🔗 Submission #: IRBAM-24-023702

- 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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Close

Print

Quest Hist

Form History

Summary

Comments Panel

Extract Comments

Complete ☐

Submit

Save

GENERAL INFORMATION

PERSONNEL

← Previous

Next →

AMENDMENT PAGE

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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) | | <input type="radio"/> <input checked="" type="radio"/> |
| 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 | | <input checked="" type="radio"/> <input type="radio"/> |
| | | | | <input checked="" type="radio"/> 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.)

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Review

Comments Panel

Extract Comments

Complete ☐

Submit

Save

GENERAL INFORMATION

PERSONNEL

OTHER INVESTIGATORS

RISKS AND BENEFITS

DATA SECURITY/MANAGEMENT

CONSENT FORM

PROJECT ABSTRACT & SUPPORTING MATERIALS

AMENDMENT PAGE

← Previous

Next →

AMENDMENT PAGE

AMENDMENT INFORMATION



Describe any changes that you are requesting:

This amendment updates the data collection methods A, B, C. These changes are reflected in attachments 1, 2, 3.

← Previous

Next →

- 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

- Study Title: ~~Test 4~~ New Title for Test 1
- 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

Louisiana State University
Institutional Review Board

irb@lsu.edu

lsu.edu/irb

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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.
- 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.”

The screenshot displays the LSU GeauxGrants web interface. At the top, the LSU logo is on the left, and a navigation bar contains buttons for 'Review', 'Comments Panel', 'Extract Comments', 'Complete' (with an unchecked checkbox), 'Submit', and 'Save' (circled in red). Below this, a horizontal bar features a 'GENERAL INFORMATION' tab on the left, a '← Previous' button, and a 'Next →' button. Two large red arrows point upwards from the bottom towards the 'Complete' checkbox and the 'Submit' button.

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Transitional Amendment

- 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.

The screenshot shows the top of the GeauxGrants web interface. On the left is the LSU logo. On the right is a navigation bar with a hamburger menu icon, a 'Complete' button with an unchecked checkbox, a 'Submit' button, and a 'Save' button. A large red arrow points to the 'Complete' checkbox. Below the navigation bar is a horizontal line. Under this line, the text 'GENERAL INFORMATION' is centered. Below that, the form fields are displayed: 'Protocol Number: E', 'Submission Number: E -02', and 'Expiration/Determination Date To: 19-May-2024'. Below these is a section for the amendment description, starting with a red asterisk and the text '* Title' followed by a text box containing 'Test Title 2'. Below that is another red asterisk and the text '* Please describe any changes you are requesting:' followed by a larger text box. This entire description section is circled in red.

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

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

The screenshot shows the GeauxGrants interface. At the top, there is a navigation bar with the LSU logo on the left and a series of buttons on the right: a menu icon, 'Review', 'Comments Panel', 'Extract Comments', 'Complete' (with a checkbox), 'Submit', and 'Save' (circled in red). Below this bar, on the left, is a purple button labeled 'GENERAL INFORMATION'. To its right is a 'Previous' button with a left arrow. On the far right is a 'Next' button with a right arrow. Two large red arrows point upwards from the bottom of the screen towards the 'Complete' checkbox and the 'Submit' button.