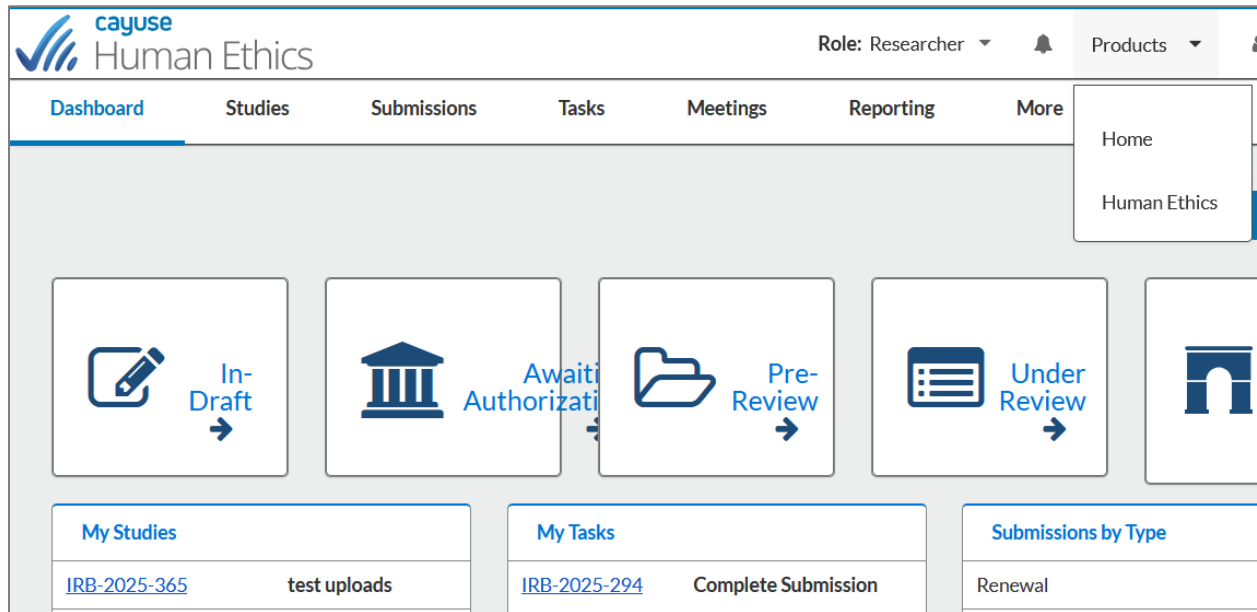


Modification

Human Ethics

After logging into Cayuse, select **Human Ethics** from the Products drop-down to get to your Dashboard.

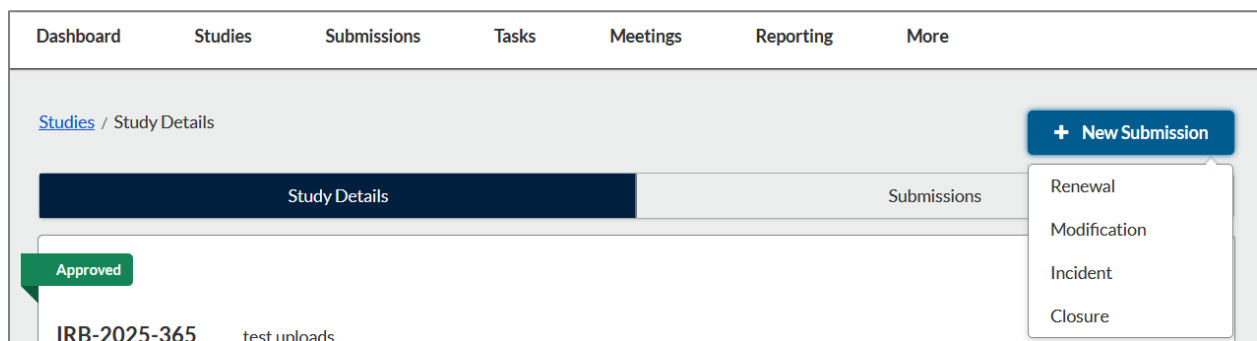


Dashboard

From the Dashboard you can see Approved Studies. Click on the highlighted and underlined protocol number you wish to edit.

Study Details

On the Study Details tab, click the **+New Submissions** button to the right, and choose **Modification** from the drop-down menu.



Submission Details

To start the modification, click on the **Edit** button under the protocol number.

[Dashboard](#) [Studies](#) [Submissions](#) [Tasks](#) [Meetings](#) [Reporting](#) [More](#)

[Studies](#) / [Study Details](#) / Submission Details

1 **In-Draft**
Submission is with researchers

2 **Awaiting Authorization**
Submission is awaiting certification or approval

3 **Pre-Review**
Submission is being prepared for review

4 **Under Review**
Submission is under review

Unsubmitted

Modification
IRB-2025-365 - test uploads

Edit

PDF

Delete

PI:	Current Analyst:	Decision:	Policy:	Required Tasks:
Tina Aubut	N/A	N/A	Post-2018 Rule	Assign PI
Review Type:	Review Board:	Meeting Date:		Assign PC
N/A	N/A	N/A		Complete Submission

IMPORTANT REMINDER

If you are modifying a LEGACY protocol, you will need to start a new study. ORIO will no longer process Legacy submissions after July 1, 2025. Please reach out to usmorio@maine.edu if you have questions.

The **only** way to make changes to the study protocol is to make them in a modification submission.

- If you are looking to renew study approval, a Renewal submission is needed. (Submit amendments separate from the continuing review).
- If you are looking to report an event or incident with the study, an Incident submission may be needed.
- If the study is complete, a Closure submission may be needed.

[SUBMISSION DETAILS](#)

IRB NUMBER: IRB-2025-365
test uploads - Modificati...

CREATE PDF

COMPARE

SAVE

Sections

Modification Information

Getting Started

Project Personnel

Basic Information

Study Selection

Study Design

Study Procedures

Participant Protect...

Attachments

Modification Information

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* Are you making changes to the project?

☐ Yes
 ☐ No

Are you making changes to the project? Yes/No

Message

Please update the protocol itself to reflect the changes described below. To do so, use the left-hand navigation bar and click on the sections and make the necessary changes to the study. Doing so creates an accurate account of ALL current research activities.

Summary of Changes

Please provide the reasons for the modifications.

[SUBMISSION DETAILS](#)

IRB NUMBER: IRB-2025-365
test uploads - Modificati...

CREATE PDF

COMPARE

SAVE

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* Summary of changes

Please provide the reasons for the modifications.

B I U

[List Icons]

[Link Icon]

From here, go to each section to make changes.

When done making changes make sure the **Modification Information** section has a check mark in the left navigation. Save the changes by clicking on the **Save** button in the upper right.

Complete Submission

At the bottom of the left navigation Routing/Complete Submission will appear. Click on Complete Submission. A pop-up will ask you to confirm.

The screenshot shows the 'test uploads - Modification' page. The top navigation bar includes Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The page title is 'test uploads - Modification' with the IRB number 'IRB-2025-365'. On the right, there are buttons for 'CREATE PDF', 'COMPARE', and 'SAVE'. The left sidebar has a 'SUBMISSION DETAILS' link and a list of sections: 'Sections', 'Modification Infor...', 'Attachments', 'Routing', and 'COMPLETE SUBMISSION'. The 'Modification Infor...' section is currently selected, showing a summary of changes. The 'Attachments' section is also visible, showing a summary of changes. The 'Routing' section is partially visible, showing a 'Send to PI for certification?' option. The 'COMPLETE SUBMISSION' section is at the bottom of the sidebar.

This will take you back to the Submission Details. Click the **Certify** button.

The screenshot shows the 'Submission Details' page. The top navigation bar includes Studies / Study Details / Submission Details. The page shows a progress bar with four stages: 1. In-Draft (Submission is with researchers), 2. Awaiting Authorization (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). The 'Awaiting Authorization' stage is currently active. Below the progress bar, there is a section titled 'Awaiting Certification' with a 'Modification' sub-section. The modification is 'IRB-2025-365 - test uploads'. There are buttons for 'View', 'PDF', and 'Delete'. On the right, there is a 'Routing:' section with 'Return' and 'Certify' buttons. At the bottom, there are fields for 'PI:', 'Current Analyst:', 'Decision:', 'Policy:', and 'Required Tasks:'.