




Beaumont iMedRIS – Responding to Modifications

Once you receive an email from the Beaumont IRB notifying you of modifications required, you'll need to log on to hic.beaumont.edu, click on your study to open it, then use the modifications link to address any changes.

 Outstanding Submission(s)		
Track Location	Ref Number	Request Type
 Routing In Process	038645	Click on the hyperlink to edit/view the submission.  <u>Institutional Review Board has requested a Submission Response for Initial Review Form</u>

First, fill out your information at the top of the form.

From there, you'll need to answer "yes" to each modification and you'll also need to provide a brief explanation of how you've addressed the change.

If changes are required to your application, you'll need to scroll to the bottom of the form, click on "edit/revise" and then edit your study application that way. You'll see that a new version has been created.

To edit other documents (i.e., a variable list or survey), please create a new version on your computer and upload to the documents by using the options at the bottom of the form.

All changes have to be made within this form, otherwise, the reviewer is unable to view the updated information.

Once you've made all the changes, simply hit "notify PI to signoff." The materials will go back to the PI and then will automatically be sent back to the reviewer. From this point, you can typically expect to receive approval within a week or less.