IRB Wise Personnel Only Amendment Submission Example and Guidance

This presentation includes an example of an amendment submission in IRB Wise and also includes guidance for each section of the submission. The screen shots are of an example and the responses are not to be taken as the correct response. Each study is different, and therefore each response and each section will need to be filled out to tailor to your study. Please contact the Office of Research Integrity Assurance if you have any questions.
To submit a personnel only amendment, please click “My Protocols” (circled in red) at the top of the screen and then select the study that you wish to amend.
Once in the selected study, please click the Tasks dropdown menu and select "Request Amendment."
Once in the amendment, you will be prompted with this screen. From here, you need to select the type of amendment. This presentation is for personnel only amendments. Therefore, this presentation will show the path of selecting "Personnel Only" (circled in red).
When requesting the change study personnel, please type the individual's name in the "Select Person" tab and select the individual that you want to add. Please be sure to type the name as Last,First with no space between the comma and the first name. When selected, please select the role of the individual and click "Add This Person." You do not need to add training certificates on this screen, as the ORIA staff will check for training on the CITI website.
Amendment - Change in Study Personnel

The study team member will be listed in the Study Personnel list at the bottom of the screen after successfully being added (shown above). On this screen, you can also modify (change the study role) or delete existing study team members as well.

When finished, please click "Continue with Application" in the middle of the page (circled in red).
When finished making the personnel changes, please click "Save and Continue Amendment" (circled in red).
After clicking “Save and Continue Amendment,” you will be brought back to your full submission to review. If everything looks accurate, then please click "Continue." If changes need to be made, then please click "Edit."
Submitting the Amendment for IRB Review

After clicking “Continue,” you will be brought to this screen. If you are the PI of the study, then please select "Submit to the IRB." If you are not the PI or a Co-PI of the study, then please select "Send for Signature" and send to the PI or Co-PI of the study so they can sign-off on the amendment before submitting to the IRB.
Congratulations! You have officially submitted your personnel only amendment to the IRB.

Please contact the Office of Research Integrity Assurance if you have any questions regarding the submission process.

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