When you Login to ePirate, click on the “Dashboard” in the upper left hand corner of the screen.
Click on the IRB Studies tab, then click on the name of your research study.
Click on “New Amendment” on the left side of the study workspace screen.
This initiates the Amendment process. Please read the instructions on this page and click “Continue” to begin the Amendment application.
Cover Page: Fill in all relevant information. Red asterisks mean that there must be an answer provided. Click “Continue” and the system will take you to the next applicable page based on the information you provide in question #1.
To incorporate your changes on the modified main study, add other changes and upload any new documents for the study, click the SmartForm link as shown below.

Any changes made in an amendment you propose for a study must be incorporated in the modified main study smartform. This ensures that the main study application and materials will be correct for future IRB reviews and reference by all study team members.
To get back to the Amendment workspace, click “Finish”. **Please Note:** clicking “Finish” does not submit your amendment. Clicking “Finish” only means you are finished working on the application at that moment.

Review the amendment smartform to make sure that all questions have been answered correctly and that there is a consistency between the items being amended and the changes that have been made within the modified main study smartform.
When your Amendment application is complete and all applicable changes have been made to the modified main study, click “Submit Revision” on the left side of the workspace screen. Doing this sends the Amendment to the IRB for review. The date and time it was submitted will then appear under the History tab.
Once the Amendment has been submitted, you will note that the State of the study changes from “Pre-submission” to “IRB Staff Review”