



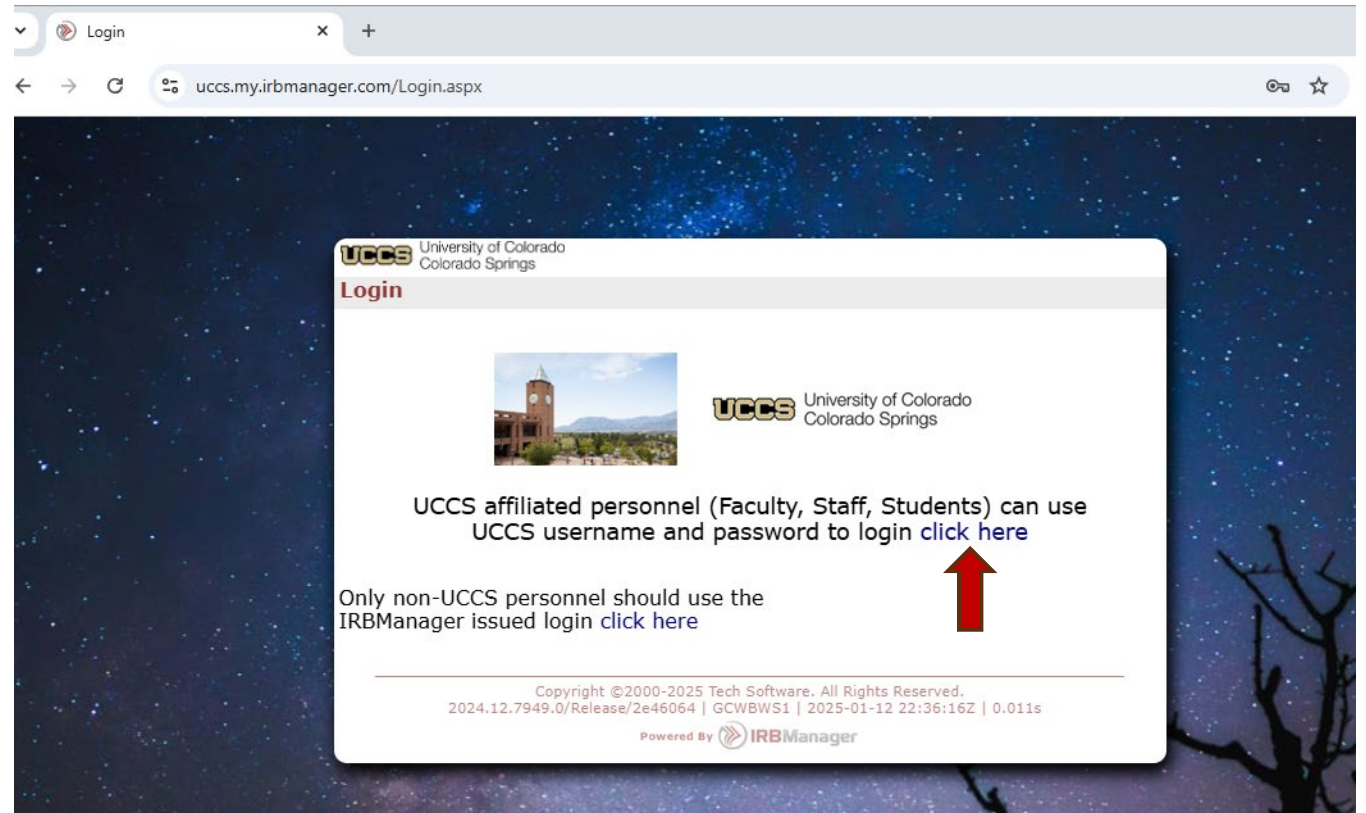
Research Integrity

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

# Completing a Request for Change Application

# Open IRBManager

- IRB Manager can be accessed at <https://uccs.my.irbmanager.com/Login.aspx>
- Login using your normal UCCS credentials where it says “Click Here”








# Starting the ROC

- From your dashboard, locate the protocol you wish to file an ROC for and click the hyperlink.
- Locate “Start xForm” in the top left corner of the following page and click the link.

The screenshot displays the 'My Projects' dashboard for the University of Colorado Colorado Springs (UCCS). At the top, there are navigation tabs for 'Home' and 'My Projects'. Below this, a summary bar shows counts for 'Projects' (39), 'IRB' (39), 'xForms' (9), and 'Events' (34). A row of buttons includes 'Export to Excel', 'Click Here to Start a New Request for IRB Review Form', 'Click here to Start a QA/QI Review Application (Health Sciences Only)', 'Click Here to Start a Request to Defer to Outside IRB', and 'Start Other xForm'. A section titled '39 Principal Investigator' contains a grid of project cards. The first card, '2020-078-LANE', is highlighted with a red arrow pointing to its 'New Form' link. Below this, a context menu is open, showing options: 'Send Email', 'Start xForm xForms (0)', and 'Done'. A red arrow points to the 'Start xForm' option. To the right, a sidebar for 'Project 2020-078-LANE (IRB)' shows fields for 'Project: 2020-078', 'Committee:', 'College: College of I', and 'Department:'.

## Choose the Request for Change application

Select xForm to start		
Action	Form (Click to start)	Description
	<a href="#">Exempt and Non-Expiring Check-In 8.1</a>	Exempt and Non-Expiring Check-In
 	<a href="#">Request for Change 8.0</a>	Use this form to request all changes for approved protocols.
	<a href="#">Request for Continuing Review 5.0</a>	Request for Continuing Review
	<a href="#">Unanticipated Event/Deviation Form 2.0</a>	Use this form for each incident of an unanticipated event OR protocol deviation.

Note- you can start other forms from this page as well,  
including the Unanticipated Event/Deviation form

# Completing the ROC

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**Please select all changes that apply:** *(Required)*

- Change in Faculty Advisor
- Additional Research Staff
- Removal of Research Staff
- Change in Principal Investigator
- Updates to Informed Consent Materials
- Changes to Informed Consent Processes
- Changes in Recruitment Methods/Materials
- Changes to Methodology
- Changes to Population
- Changes to Funding
- Update Study Title
- Additional Data Collection Sites
- Other

- Make sure to select all changes to the protocol and any associated documents. Most of the options will add additional questions asking for more information.
- Answer all the questions on the brief application.
- Make sure you upload any updated documents (consent forms, questionnaires, surveys, etc.)

# After submission

- Once your protocol is submitted, it may take up to 10 business days to be reviewed depending on the time of the semester you submit your review and the type of the review. Feel free to check in on the progress of your review at any time. You can track the progress of your application from your dashboard using the “xForms” tab.

The screenshot shows a dashboard titled "My Projects" with a navigation bar at the top containing "Home" and "My Projects". The dashboard features four main metrics: "Projects" (39), "IRB" (39), "xForms" (9), and "Events" (34). Below these metrics are three action buttons: "Click Here to Start a New Request for IRB Review Form", "Click here to Start a QA/QI Review Application (Health Sciences Only)", and "Click Here to Start a Request to Defer to Outside IRB". There are also two buttons: "Start Other xForm" and "Export to Excel". A summary section shows "2 Awaiting Your Attention" and "7 Unsubmitted". Two detailed entries for "Request for IRB Review 18.0" are visible, each with "Data Entry" status, "UCCS Test PI Test PI", and start dates of "09/30/2024" and "10/01/2024".

Metric	Count
Projects	39
IRB	39
xForms	9
Events	34

[Click Here to Start a New Request for IRB Review Form](#)

[Click here to Start a QA/QI Review Application \(Health Sciences Only\)](#)

[Click Here to Start a Request to Defer to Outside IRB](#) [Start Other xForm](#) [Export to Excel](#)

**2** Awaiting Your Attention **7** Unsubmitted

Request Title	Status	PI Name	Start Date
Request for IRB Review 18.0	Data Entry	UCCS Test PI Test PI	09/30/2024
Request for IRB Review 18.0	Data Entry	UCCS Test PI Test PI	10/01/2024

# Revisions

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- Some protocols might require revisions before being approved. You will be notified via email that your submission requires edits. Use the link in the email or your dashboard to access the application.
- The application will open and look like the initial application. You can revise any questions or areas you were asked to by the reviewer.
- If you have questions about the revisions requested, contact the IRB or your reviewer.

# Approvals

- Once your protocol is approved, you will receive notification via email with a PDF approval letter, stamped consent form (if applicable), and stamped flyer (if applicable).
- You can start your research at this point.
- If you need to make any changes to the research design, documents, etc. after the approval, you will need to complete an additional Request for Change application.



Please direct any questions, comments,  
issues, feedback, etc. to [IRB@uccs.edu](mailto:IRB@uccs.edu)  
or contact the Human Subjects  
Research Compliance Director



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