### PURPOSE

1.1 This procedure establishes the process to handle investigator submissions of modifications required to secure approval.
1.2 The process begins when modifications required to secure approval are received by the IRB.
1.3 The process ends when the acceptance or rejection of the modifications is provided to the investigator.

### REVISIONS FROM PREVIOUS VERSION

2.1 None.

### POLICY

3.1 None.

### RESPONSIBILITIES

4.1 IRB staff members carry out these procedures.

### PROCEDURE

5.1 If the investigator requests a review by the convened IRB, place on the agenda for a convened IRB meeting in an IRB with appropriate scope.
5.2 Otherwise follow “SOP: Non-Committee Review Preparation.”

### MATERIALS

6.1 SOP: Non-Committee Review Preparation

### REFERENCES

7.1 None