Form Edit Function Feature

The MU IRB will release a new form edit function in eCompliance on Monday, April 8, 2024.

Note: The new edit function only applies to the form itself (i.e., IRB Application, Amendment, Annual Update) and not the attached files. Edits needed to an attached file will continue to be listed within the email you receive with the required changes. Also, these instructions will be saved under "researcher resources" on the IRB dashboard in eCompliance for future reference.

Forms returned before April 8: You will refer to the email previously sent to you to make edits to the form. This new function will not be used on returns before April 8.

Forms returned on or after April 8: The new form edit function will be used. See below how to use it. Brief instructions will also be sent to you within the email regarding the return.

How will it work?

1. Go to "Open Saved IRB Projects" on the IRB dashboard as before to find your returned forms. Click Continue Form to the right.

2. Review the form sections to the left for the red flags to determine what sections have comments from the IRB reviewer.

3. Click on the section(s) with the red flag.

4. You can use the "reviewer comments navigation" function at the top of the page to go directly to the question to edit, or you can scroll down to locate the question with a flag (see red arrows).
   a. VIEW OF ALL COMMENTS: If you would like a print view of all reviewer comments to save or share, you will go to the "submit" section, then click "print/preview", then click "view/print form with reviewer comments".

5. Review the IRB comment under the question, edit the answer accordingly. **Hit save & continue at the bottom of the page after making your changes to the section.**
6. If there is an IRB comment in an add-to-list section (like the sponsor section below), you will need to click "edit" to review the comments within that sponsor section.
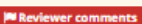
7. After you click "edit," the page will show the comments within the sponsor. Be sure to hit "save & continue" after making changes.

8. Within the "additional forms" section, each form will be flagged if there are comments with the form (i.e., children subform). Click "edit/update" to the right to view and make changes within the subform.

9. In each section of the form at the top in the "reviewer comments navigation", you can "mark as fixed" to keep track of sections you addressed. In the "additional forms" section, you will need to go to each subform and "mark as fixed".

Project Information

Reviewer comments require your attention
Please read through the comments carefully and make the requested changes. Once you've addressed all the comments, you can click 'Mark as fixed' to keep track of the completed requests.

✔ Mark as fixed
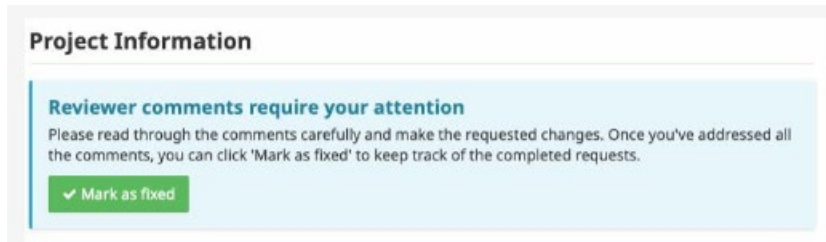
10. When you address a section, the red flag will be replaced with a green checkmark.

1. Project Information 🚩
2. Project Summary
3. Adding Funding Source
4. Proposed Changes ✔
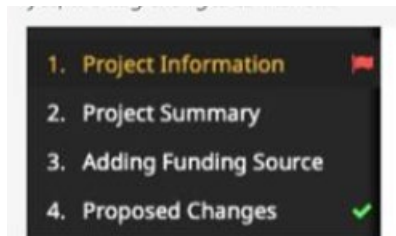
11. When amendments are returned, there will be a flag next to "application revisions" if there are comments within the application. Click on each section to the left to address all comments in the application and amendment. Always hit "save & continue" when saving your work.

Amendment Form v.2 sections ⓘ

1. Application Revisions 🚩
2. Revisions 🚩
3. Enrollment/Re-Consent
4. Attached files
5. Submit

🏠 / IRB / Amendment: 343517 / Application Revisions

Application Revisions

Reviewer comments navigation
Elements having unresolved comments. Click to jump to the element.

Revisions to the Application

1. Revisions to the Application

Instructions:

Click the "Revise Application Form" below to review your approved application and make proposed ch make to the application will be tracked.

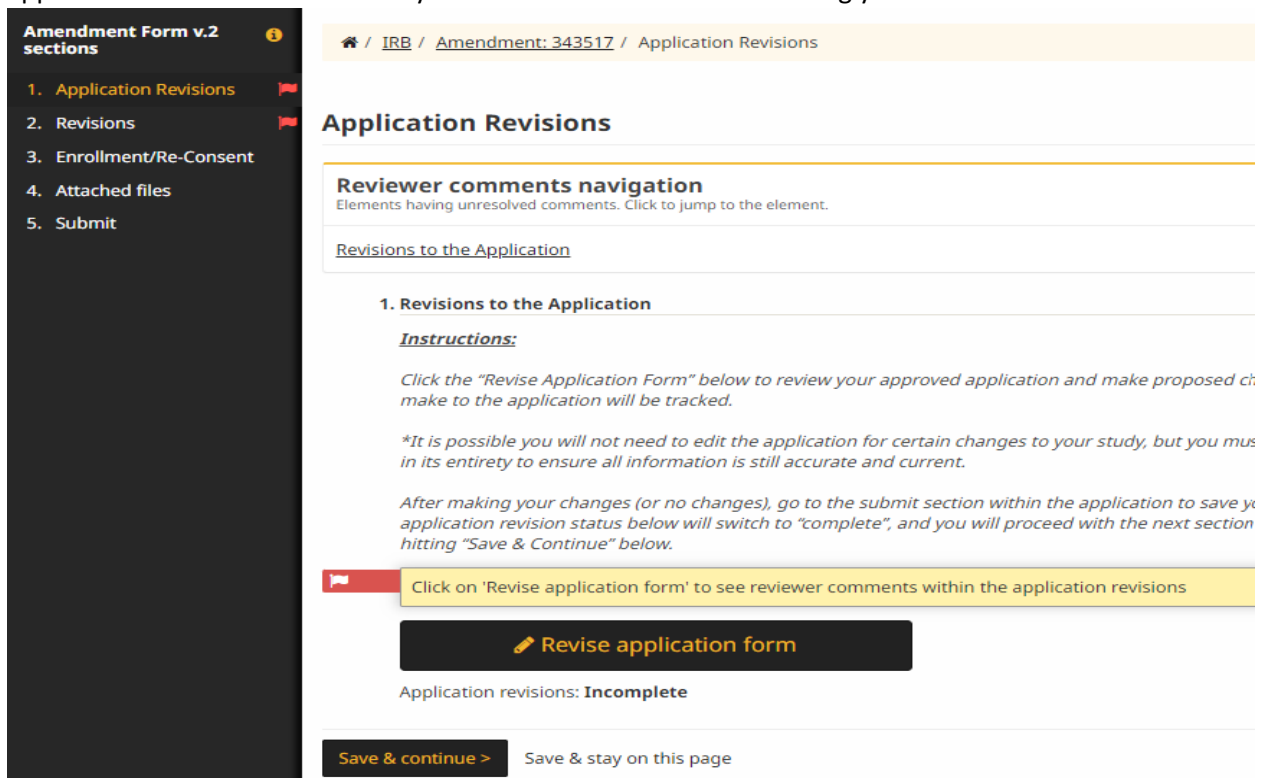*It is possible you will not need to edit the application for certain changes to your study, but you mus in its entirety to ensure all information is still accurate and current.

After making your changes (or no changes), go to the submit section within the application to save y application revision status below will switch to "complete", and you will proceed with the next section hitting "Save & Continue" below.

🚩 Click on 'Revise application form' to see reviewer comments within the application revisions

✏ Revise application form

Application revisions: **Incomplete**

Save & continue >   Save & stay on this page

12. If you have questions about the new function, please contact our office at muresearchirb@missouri.edu. Also, this document will be added to eCompliance under "researcher resources" on the IRB dashboard for future access.