

Quick Start / Reference Sheet

For Investigators with Existing Approved Studies:

Submitting Modifications - Update Study Personnel List ONLY

Required first step: establish your study in the electronic system. See [Uploading your Study Documents into eCompliance for IRB](#) if you have not registered your study in the electronic system.

Accessing the System and Logging In

1. The KUMC eCompliance system can be accessed at <https://ecompliance.ku.edu> or from the KUSM-W Research Compliance [home page](#)
2. Log in using your KUMC Online ID and password.

To View Existing Studies

1. In **My Inbox**, you'll see the IRB and COI tabs. These are tasks under the respective tabs are waiting for your action. To view all your studies, click on "IRB" on the **RED BAR** at the top left.
2. Choose the **Active** tab for a list of your existing studies.
3. Click on the title of the study to which you will be making modifications. This action takes you to the **Study Workspace**, with the title, investigator, submission type and primary contact listed.

To Submit Modifications to Add or Delete Study Team Personnel ONLY

1. Hit the **Create Modification / CR** button on the left panel under **My Current Actions**.
2. **Modification / Continuing Review screen:** Check **Modification** and **check study team member** under **Modification Scope**. Click **continue** at the top or bottom right side of the screen to move through the screens.
3. **Study Team Members:** Ensure that all study personnel are listed. **ADD** any missing name from the pre-populated list and indicate his/her role, involvement in the consent process, and any related financial interest. Click **OK and Add Another** if multiple personnel need to be added. Click **OK** upon completion of the list.
4. Click **Finish**.
5. If you are not the PI, click the **Notify PI** button back on the Study Workspace screen. You can add a message or comment to the PI on the pop-up screen. If you are the PI, click **Submit** from **My Current Actions** list on the left.

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