

# Response to Modification Request Checklist

NOTE: Grey highlighted documents are **MANDATORY**. If requested by the IRB, **modifications must be submitted as a new package in the existing IRBNet project.**

- Label the Submission Type as “Response/Follow-Up”.
- See the IRBNet Submission Instructions for how to create a new package.
- Please do not submit any “new” documents in a Response package, unless requested by the IRB.

✓	Document	Document Type (in IRBNet)	Notes
*	<b>Modification Response</b>	<b>Letter</b>	Provide a letter containing a point-by-point response to the requested changes
**	<b>Revised Documents with tracked changes and new version date</b>	<b>As appropriate</b>	Examples: Protocol, Consent Form, recruitment materials, etc.; Upload revised documents in IRBNet to show a version trail by clicking on the pencil icon next to the currently approved version of the document to upload the edited document.
**	<b>New Documents</b>	<b>As appropriate</b>	Only submit if requested by the IRB.

\* Required    \*\* Required if applicable

**Note: You will receive a Modifications Requested Letter. This is not an approval letter - you cannot start project activities until after the IRB has approved your response.**