How to Submit an amendment only

1. Log in with your IRB website username and password
   https://irb.nyspi.org/prism
2. Select “My Studies” Tab
3. Search for your protocol you wish to submit the amendment for

Under the protocol menu, select ‘start an amendment only’
4. Choose a protocol summary form (PSF) from the list to make a copy and hit ‘Submit’

5. On the cover sheet, choose ‘I am proposing an amendment only to an existing protocol’.

6. Make revisions to this version and hit ‘Send form’ to submit after completing all pages
7. If you are the PI on the study, you will be directed to the following page. Hit the 'submit directly to the IRB' link

8. Complete the five steps listed below to submit the PSF to the IRB.

9. Note that submission is not complete until you reach the following page.
Note: If there is no protocol summary form in the system for the protocol, you will be directed to the following page

You can choose to create a brand new PSF form and follow steps 5-9