

WELCOME
TO THE NEW IRB ELECTRONIC SYSTEM

Tick@lab

Amendments (Modifications) Submission Training

IMPORTANT NOTE:
**Remember to Allow Pop-Ups in
your web browser.**

**If you do not allow pop-ups, the system
will not work properly.**

Tick@Lab URL

<https://lar.utrgv.edu/tickatlab/default.aspx>

Log in with your UTRGV Credentials

If you are unable to log in please contact the Office of Research Compliance at (956) 665-2093/ (956) 665-2889/ (956) 665-3598 / (956) 882-7743. Or, you may also email the IRB to irb@utrgv.edu

We will check on your account to see if updating is required. If no account is found, you will have to complete a web form to request access.

After Login in to Tick@lab,

The screenshot displays the Tick@lab dashboard interface. On the left is a dark sidebar with navigation items: Home, Protocols, Compliance Support, Tasks, Reports, Switch to mobile, Help, and UTRGV Research Compliance. Below these is a user profile section for 'tick@lab' with system information and a session expiration timer (89 min 52 sec) and buttons for Profile, Refresh, and Logout. The main content area is titled 'Launch Pad' and 'My tick@lab', featuring a 'Pin Tab' button. It contains four horizontal panels: 'PROTOCOLS' with an 'IRB' button, 'COMPLIANCE SUPPORT' with a 'Meeting Minutes' button, 'TASKS' with a 'Tasks' button, and 'REPORTS' with 'CUSTOM REPORTS' and 'Custom Report' buttons. A red callout box with a pointer to the 'IRB' button contains the text: '1. Select "Protocol" and select the designated committee.'

How to Submit an Amendment (Modification) Request

Submission Steps

Please note: The PI or Co-Investigators can amend (modify) an approved protocol.

My Filter Sets: [Dropdown] [Save] [Delete]

File-General | File-History | Document

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New | Export to Excel

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 1153

<< < 1 2 3 4 5 6 7 8 9 10 ... > >>

IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
IRB-20-0237	Protocol H - Testing Withdraw aft...	17-Aug-2020	Initiated	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Withdrawn	17-Aug-2020	---	IRB, Investigator	7.0	---
IRB-20-0236	Protocol G - Withdraw Draft	17-Aug-2020	Closed	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Closed	17-Aug-2020	---	IRB, Investigator	2.0	---
IRB-20-0235	Protocol F - Testing Disapproval	17-Aug-2020	Disapproved	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Disapproved	17-Aug-2020	---	IRB, Investigator	4.0	---
IRB-20-0234	Protocol E - Not-HSR	17-Aug-2020	Closed	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Closed	17-Aug-2020	---	IRB, Investigator	4.0	---
IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2120	---	17-Aug-2020	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2020	IRB, Investigator	17.0	17-Aug-2022
IRB-20-0232	Protocol C - Health Affairs Appli...	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2021	---	17-Aug-2020	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2020	IRB, Investigator	29.0	---
IRB-20-0231	Testing Special Configs	17-Aug-2020	Initiated	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Draft	17-Aug-2020	---	Fernandez, Kimberly	1.0	---
IRB-20-0230	Test App 7/22	22-Jul-2020	Initiated	22-Jul-2020	---	---	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	---	IACUC IRB IBC, Administrator	1.0	---
IRB-20-0229	Protocol B (FA Behav Exp)	22-Jul-2020	Disapproved	17-Aug-2020	16-Aug-2021	---	17-Aug-2020	17-Aug-2020	Disapproved	17-Aug-2020	17-Aug-2020	IRB, Investigator	15.0	---
IRB-20-0228	Training Materials	22-Jul-2020	Approved	22-Jul-2020	22-Jul-2120	---	22-Jul-2020	22-Jul-2020	Approved	22-Jul-2020	22-Jul-2020	IRB, Investigator	6.0	22-Jul-2021

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Check...
---	6.0	22-Jul-2020	22-Jul-2020	Approved	22-Jul-2020	IRB, Investigator	
---	5.0	22-Jul-2020	22-Jul-2020	IRBCO Administrat...	22-Jul-2020	IRB, Investigator	
---	4.0	22-Jul-2020	22-Jul-2020	For Revision (IRBCO) IRBCO	22-Jul-2020	IRB, Investigator	

For this process you are going to access your project by selecting "Approved Protocols" on My Filter Sets.

Double click on any part of the file information to open Documents/Versions in the file.

The Document/Version file contains a collection of documents related to the same study protocol, including your approved version of the initial protocol.

- Home
- Protocols
- Compliance Support
- Tasks
- Reports
- Master Data
- Switch to mobile
- Help
- UTRGV Research Compliance

tick@lab

System Information: a-tune tick@lab 3.0
Build 3269.2 Config Version: 013 Language: English

IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	document status change	1st approved	Principal investigator	Version	Annual Review Date
IRB-20-0237	Protocol H - Testing Withdraw aft...	17-Aug-2020	Initiated	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Withdrawn	17-Aug-2020	---	IRB, Investigator	7.0	---
IRB-20-0236	Protocol G - Withdraw Draft	17-Aug-2020	Closed	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Closed	17-Aug-2020	---	IRB, Investigator	2.0	---
IRB-20-0235	Protocol F - Testing Disapproval	17-Aug-2020	Disapproved	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Disapproved	17-Aug-2020	---	IRB, Investigator	4.0	---
IRB-20-0234	Protocol E - Not-HSR	17-Aug-2020	Closed	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Closed	17-Aug-2020	---	IRB, Investigator	4.0	---
IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2120	---	17-Aug-2020	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2020	IRB, Investigator	17.0	17-Aug-2022
IRB-20-0232	Protocol C - Health Affairs Appli...	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2021	---	17-Aug-2020	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2020	IRB, Investigator	29.0	---
IRB-20-0231	Testing Special Configs	17-Aug-2020	Initiated	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Draft	17-Aug-2020	---	Fernandez, Kimberly	1.0	---
IRB-20-0230	Test App 7/22	22-Jul-2020	Initiated	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	---	17-Aug-2020	---	IACUC IRB IBC, Administrator	1.0	---
IRB-20-0229	Protocol B (FA Behav Exp)	22-Jul-2020	Disapproved	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	---	17-Aug-2020	17-Aug-2020	IRB, Investigator	15.0	---
IRB-20-0228	Training Materials	22-Jul-2020	Approved	22-Jul-2020	---	---	22-Jul-2020	22-Jul-2020	---	22-Jul-2020	22-Jul-2020	IRB, Investigator	6.0	22-Jul-2021

Right-click on the document to see the context menu.

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
Open document	6.0	22-Jul-2020	22-Jul-2020	Approved	22-Jul-2020	IRB, Investigator	---
Print PDF	5.0	22-Jul-2020	22-Jul-2020	IRBCO Administr...	22-Jul-2020	IRB, Investigator	---
Add attachment	4.0	22-Jul-2020	22-Jul-2020	IRBCO Administr...	22-Jul-2020	IRB, Investigator	---
Amendment	4.0	22-Jul-2020	22-Jul-2020	IRBCO Administr...	22-Jul-2020	IRB, Investigator	---
Closed	3.0	22-Jul-2020	22-Jul-2020	IRBCO Administr...	22-Jul-2020	IRB, Investigator	---
Suspended	3.0	22-Jul-2020	22-Jul-2020	IRBCO Administr...	22-Jul-2020	IRB, Investigator	---
Terminated	2.0	22-Jul-2020	22-Jul-2020	Pre-Review and Sign	22-Jul-2020	IRB, Investigator	---
Project Closure	1.0	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	IRB, Investigator	---

Select "Amendment"

Please provide a brief description of the amendment and click "Ok."

	Last file			Last	Last	Current		Last
le sta							ent progress	docu stat char
itiati							wn	17-/202
osed								17-/202
sapp							oved	17-/202
osed								17-/202
pprov							ed	17-/202
pprov	2020	2021		2020	2020		Approved	17-/202
itiated	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020		Draft	17-/202
itiated	22-Jul-2020	---	---	22-Jul-2020	22-Jul-2020		Draft	22-/202
sapprov	17-Aug-2020	16-Aug-2021	---	17-Aug-2020	17-Aug-2020		Disapproved	17-/202
pprov	22-Jul-2020	22-Jul-2120	---	22-Jul-2020	22-Jul-2020		Approved	22-/202

Comment:


Effective date*:







Now you will see that an additional document version is created.

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
IRB-20-0228	7.0	21-Aug-2020	21-Aug-2020	Amendment	21-Aug-2020	IRB, Investigator	IRB, IACUC, IBC, LAR, Training Coordinator
	6.0	21-Aug-2020	21-Aug-2020	Approved	22-Jul-2020	IRB, Investigator	---

- Open document
- Print
- Edit comment
- Add attachment
- Enable Editing**
- IRBCO Administrative Review
- Reviewer
- Closed
- Disapproved

To fill out the amendment form, you will need to right-click on the new version and select "Enable Editing."

IRB-20-0228	Training Materials	22-Jul-2020	Amendme nt	21-Aug-2020	22-Jul-2120	---	21-Aug-2020	21-Aug-2020	Amendment
Documents/Versions in File									
Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by		
 ---	7.0	21-Aug-2020	21-Aug-2020	Amendme nt	21-Aug-2020	IRB, Investigator	IRB, IACUC, IBC, LAR, Training Coordinator		
---	0	21-Aug-2020	21-Aug-2020	Approved	22-Jul-2020	IRB, Investigator	---		

-  Open document
-  Print PDF
-  Add attachment
-  Check-out document
-  IRBCO Administrative Review
-  Closed

After enable editing on the document, please right click and select "Open document."

IRB: IRB-20-0228 "Training Materials", (v.7.0), Amendment/Amendment

← Back to overview Review Attachments Action Workflow

IRB Review

Personnel

Project Information

General Information

Human Subjects Information

Recruitment

Protection Of Data

Risks and Benefits

Informed Consent

HIPAA

Training

Protocol/Forms Links

PI Assurance Statement

Amendment

Workflow History

Complete this tab only when an approved human subject's research project is submitted with amendments (including amendments submitted as part of a Continuation Review).

AMENDMENT

Irbp.Amendment.HelpText.Label

1. What are you changing or adding?

Consent form

Advertisements

Change of Personnel (addition/removal)

Other

2. Please summarize the change. Remember to make the changes on the appropriate tabs above.
This is meant to be a quick summary for the reviewer (this text will also appear on the approval letter).

Answer

Click on the Amendment tab and answer the questions.

Certain questions will ask if your proposed changes were also captured in the appropriate tabs. If your approved application was generated in Tick@lab, you will see the original information you entered on the tabs to the left. If that is the case, all you need to do is modify the text on any relevant tabs. If your approved protocol was processed originally using IRBNet or prior to IRBNet, your approved protocol was uploaded into Tick@lab as an attachment on the General Information tab. However, to process this amendment you will need to enter the proposed changes on each of the relevant tabs.

IRB: IRB-20-0228 "Training Materials", (v.7.0), Amendment/Amendment

← Back to overview Review Attachments **Action** Workflow

IRB Review

Personnel

Project Information

General Information

Human Subjects Information

Recruitment

Protection Of Data

Risks and Benefits

Informed Consent

HIPAA

Training

Protocol/Forms Links

PI Assurance Statement

Amendment

Workflow History

Complete this tab only when a

AMENDMENT

Irbp.Amendment.HelpText.

1. What are you

Con

IRB approvals other than this institution's IRB

Adding a site or location

Change of Personnel (addition/removal)

Other

2. Please summarize the change. Remember to make the changes on the appropriate tabs above.
This is meant to be a quick summary for the reviewer (this text will also appear on the approval letter).

Answer

Done Editing

Save Edits

Save New Version

Print

Compare version

Validate & Save

Save all changes. Remember you can save by clicking the "Action" button at any time.

- Once you have completed the questionnaire on the amendment tab and included the proposed changes on any other relevant tabs, please proceed to save your amendment.
- Note, you have 3 ways to save forms:
 1. Done Editing: saves the file and checks the document in so that another person could check it out and edit it.
 2. Save: saves the document and allows you to keep working on it.
 3. Save New Version: saves a separate and new version of the file (duplicate).

After you have saved your changes, you can submit the amendment. There are 2 ways to submit, shown on the following slides.

1st way to submit – within the application:

IRB: IRB-20-0228 "Training Materials", (v.7.0), Amendment/Amendment

← Back to overview Review Attachments Action Workflow

IRBCO Administrative Review

Closed

Complete this tab only when an approved human subject's research project (amendments submitted as part of a Continuation Review).

AMENDMENT

Irbp.Amendment.HelpText.Label

1. What are you changing or adding?

- Consent form
- Advertisements
- Questionnaire/Survey
- Interview/Focus Group
- Letter(s) of permission
- IRB approvals other than this institution's IRB
- Adding a site or location
- Change of Personnel (addition/removal)
- Other

2. Please summarize the change. Remember to make the changes on the appropriate tabs above.
This is meant to be a quick summary for the reviewer (this text will also appear on the approval letter).

Answer

3. What is the reason for the change?

Answer

To submit an amendment to workflow you should Click on "Workflow" and select "IRBCO Administrative Review"

2nd way to submit – from the protocols page:

IRB

Protocol ID	Protocol Title	Start Date	Status	End Date	Principal Investigator	Checked-out by
IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Approved	17-Aug-2020	IRB, Investigator	IRB, IACUC, IBC, LAR, Training Coordinator
IRB-20-0232	Protocol C - Health Affairs Appli...	17-Aug-2020	Approved	17-Aug-2021	IRB, Investigator	---
IRB-20-0231	Testing Special Configs	17-Aug-2020	Initiated	---	Fernandez, Kimberly	---
IRB-20-0230	Test App 7/22	22-Jul-2020	Initiated	---	IACUC IRB IBC, Administrator	---
IRB-20-0229	Protocol B (FA Behav Exp)	22-Jul-2020	Disapproved	16-Aug-2021	IRB, Investigator	---
IRB-20-0228	Training Materials	22-Jul-2020	Amendment	21-Aug-2020	IRB, Investigator	---

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	7.0	21-Aug-2020	21-Aug-2020	Amendment	21-Aug-2020	IRB, Investigator	IRB, IACUC, IBC, LAR, Training Coordinator
---	6.0	21-Aug-2020	21-Aug-2020	Approved	21-Aug-2020	IRB, Investigator	---
---	5.0	22-Jul-2020	22-Jul-2020	IRBCO Administrative Review	22-Jul-2020	IRB, Investigator	---
---	4.0	22-Jul-2020	22-Jul-2020	For Revision (IRBCO)	22-Jul-2020	IRB, Investigator	---
---	3.0	22-Jul-2020	22-Jul-2020	IRBCO Administrative Review	22-Jul-2020	IRB, Investigator	---
---	2.0	22-Jul-2020	22-Jul-2020	Pre-Review and Sign	22-Jul-2020	IRB, Investigator	---
---	1.0	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	IRB, Investigator	---

On the protocols page, click on the project to open the documents/versions in file. Right-click on the latest version and select “IRBCO Administrative Review” from the menu.

Protocol ID	Protocol Title	Start Date	Status	End Date	Principal Investigator	Checked-out by
IRB-20-0227	Protocol A (Exp Behav)	22-Jul-2020	Closed	21-Jul-2021	IRB, Investigator	---
IRB-20-0226	Testing attachment adding and rem...	09-Jun-2020	Initiated	09-Jun-2020	IRB, Investigator	---
IRB-20-0225	Testing attachment addition and r...	15-May-2020	Initiated	15-May-2020	IRB, Investigator and Member	---
IRB-20-0224	STEPS-PreK Nutrition Powered by C...	28-Apr-2020	Initiated	28-Apr-2020	Wang, Lin	---
IRB-20-0222	Personas con condiciones del espe...	27-Apr-2020	Initiated	27-Apr-2020	Montenegro, Maria	---
IRB-20-0217	Amendment to Add Personnel	24-Apr-2020	Closed	28-Apr-2020	Robledo, Candace	---
IRB-20-0216	LONGITUDINAL RESEARCH ON DELINQUE...	22-Apr-2020	Initiated	27-Apr-2020	Rayburn, Rachel	---
IRB-20-0214	High School Chemistry Teachers' V...	22-Apr-2020	Initiated	22-Apr-2020	Smith, Kenneth	---
IRB-20-0213	Consumer responses to the Covid-1...	22-Apr-2020	Initiated	27-Apr-2020	Sheng, Xiaojing	---
IRB-20-0212	Testing attachment addition and r...	21-Apr-2020	Initiated	23-Apr-2020	Escamilla, Michael	---

Comment:

Effective date*: 21-Aug-2020

✓ Ok X Cancel

Please include a comment that briefly summarizes proposed changes (E.g., add personnel, modify recruitment or data collection procedures, etc.) and click “Ok.”

This is how your amendment will look like in your “Approved Protocols” filter after it has been submitted to workflow. Please note that amendments that have not been approved can be found using the “Approved Protocols” and “Pending Protocols” filters.

The screenshot shows the IRB system interface. At the top, there are navigation buttons for '+ New' and 'Export to Excel'. Below this, a table lists various IRB protocols. The table has columns for IRB#, File title, File created, File status, Last file status change, Expiration date, Document title, Last document change, Last document checkout, Current document status/progress, Last document status change, 1st approved, Principal investigator, Version, and Next Annual Review Date.

IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
IRB-20-0237	Protocol H - Testing Withdraw aft...	17-Aug-2020	Initiated	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Withdrawn	17-Aug-2020	---	IRB, Investigator	7.0	---
IRB-20-0236	Protocol G - Withdraw Draft	17-Aug-2020	Closed	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Closed	17-Aug-2020	---	IRB, Investigator	2.0	---
IRB-20-0235	Protocol F - Testing Disapproval	17-Aug-2020	Disapproved	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Disapproved	17-Aug-2020	---	IRB, Investigator	4.0	---
IRB-20-0234	Protocol E - Not HSR	17-Aug-2020	Closed	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Closed	17-Aug-2020	---	IRB, Investigator	4.0	---
IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendment	21-Aug-2020	17-Aug-2120	---	21-Aug-2020	21-Aug-2020	Amendment	21-Aug-2020	17-Aug-2020	IRB, Investigator	18.0	17-Aug-2022
IRB-20-0232	Protocol C - Health Affairs Appli...	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2021	---	17-Aug-2020	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2020	IRB, Investigator	29.0	---
IRB-20-0231	Testing Special Configs	17-Aug-2020	Initiated	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Draft	17-Aug-2020	---	Fernandez, Kimberly	1.0	---
IRB-20-0230	Test App 7/22	22-Jul-2020	Initiated	22-Jul-2020	---	---	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	---	IACUC IRB IBC, Administrator	1.0	---
IRB-20-0229	Protocol B (FA Behav Exp)	22-Jul-2020	Disapproved	17-Aug-2020	16-Aug-2021	---	17-Aug-2020	17-Aug-2020	Disapproved	17-Aug-2020	17-Aug-2020	IRB, Investigator	15.0	---
IRB-20-0228	Training Materials	22-Jul-2020	Amendment	21-Aug-2020	22-Jul-2120	---	21-Aug-2020	21-Aug-2020	IRBCO Administrative Review	21-Aug-2020	22-Jul-2020	IRB, Investigator	8.0	22-Jul-2021

Below the main table, there is a section titled 'Documents/Versions in File' which provides a detailed view of the amendment's history. The table has columns for Document title, Version, Last document change, Last document checkout, Document status, Last document status change, Principal investigator, and Checked-out by. The 'Document status' column for the 8.0 version is highlighted with a red box and contains the text 'IRBCO Administrative...'. The 'Principal investigator' for this version is 'IRB, Investigator'.

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	8.0	21-Aug-2020	21-Aug-2020	IRBCO Administrative...	21-Aug-2020	IRB, Investigator	---
---	7.0	21-Aug-2020	21-Aug-2020	Amendment	21-Aug-2020	IRB, Investigator	---
---	6.0	21-Aug-2020	21-Aug-2020	Approved	22-Jul-2020	IRB, Investigator	---
---	5.0	22-Jul-2020	22-Jul-2020	IRBCO Administrative...	22-Jul-2020	IRB, Investigator	---
---	4.0	22-Jul-2020	22-Jul-2020	For Revision (IRBCO)	22-Jul-2020	IRB, Investigator	---
---	3.0	22-Jul-2020	22-Jul-2020	IRBCO Administrative...	22-Jul-2020	IRB, Investigator	---
---	2.0	22-Jul-2020	22-Jul-2020	Pre-	22-Jul-	---	---

Your Amendment has been submitted to workflow for IRB Review

How to Revise a Submitted Amendment

Returned to you for Revision

Once your amendment goes to IRBCO for review, one of the following will happen:

- Approved by the IRBCO
- Referred to a Reviewer IRB Member for review
- Referred to the Full Board
- Returned to you For Revisions.

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	9.0	21-Aug-2020	21-Aug-2020	For Revision (IRBCO)	21-Aug-2020	IRB, Investigator	IRB, IACUC, IBC, LAR, Training Coordinator
---	8.0	21-Aug-2020	21-Aug-2020	Administrat...	21-Aug-2020	IRB, Investigator	---
---	7.0	21-Aug-2020	21-Aug-2020	Amendme nt	21-Aug-2020	IRB, Investigator	---
---	6.0	21-Aug-2020	21-Aug-2020	Approved	22-Jul-2020	IRB, Investigator	---
---	5.0	22-Jul-2020	22-Jul-2020	IRBCO Administrat...	22-Jul-2020	IRB, Investigator	---
---	4.0	22-Jul-2020	22-Jul-2020	For Revision (IRBCO)	22-Jul-2020	IRB, Investigator	---
---	3.0	22-Jul-2020	22-Jul-2020	IRBCO Administrat...	22-Jul-2020	IRB, Investigator	---
---	2.0	22-Jul-2020	22-Jul-2020	Pre-Review and Sign	22-Jul-2020	IRB, Investigator	---
---	1.0	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	IRB, Investigator	---

If your amendment application gets returned to you for revisions:

- You will get an email that Review comments need to be addressed and the amendment needs to be revised.
- Requested revisions, approval notices, and renewal reminders will also be sent by email to you as PI.

Document title	Version	Last document	Last document out	Document status	Last document status change	Principal investigator	Checked-out by
---	---	---	---	For Revision (IRBCO)	21-Aug-2020	IRB, Investigator	---
---	---	---	---	IRBCO Administrat...	21-Aug-2020	IRB, Investigator	---
---	---	---	---	Amendme nt	21-Aug-2020	IRB, Investigator	---
---	---	---	---	Approved	22-Jul-2020	IRB, Investigator	---
---	---	---	---	IRBCO Administrat...	22-Jul-2020	IRB, Investigator	---
---	---	---	---	For Revision (IRBCO)	22-Jul-2020	IRB, Investigator	---
---	3.0	22-Jul-2020	22-Jul-2020	IRBCO Administrat...	22-Jul-2020	IRB, Investigator	---
---	2.0	22-Jul-2020	22-Jul-2020	Pre-Review and Sign	22-Jul-2020	IRB, Investigator	---
---	1.0	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	IRB, Investigator	---


- In order to make changes to a document in Tick@lab you need to enable editing of the document first. During the time of enable editing, no other person can edit your document.
- Right-click on the document and select “enable editing.”

Remember, only one person at a time can work on an application.

- Others can view in read-only mode, while the document is during enable editing mode.

Done Editing (operational mode): Means it is available to edit.


Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
 ---	4.0	22-Jul-2020	22-Jul-2020	For Revision (IRBCO)	22-Jul-2020	IRB, Investigator	IRB, Investigator
---	3.0	22-Jul-2020	22-Jul-2020	IRBCO Administrat...	22-Jul-2020	IRB, Investigator	---
---	2.0	22-Jul-2020	22-Jul-2020	Pre-Review and Sign	22-Jul-2020	IRB, Investigator	---
---	1.0	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	IRB, Investigator	---

Enable Editing (read-only mode): Means someone is working on the document.

IRB-20-0228 Training Materials 22-Jul-2020 Initiated 22-Jul-2020 --- --- 22-Jul-2020 22-Jul-2020 For Revision (IRBCO) 22-Jul-2020 ---

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
 ---	4.0	22-Jul-2020	22-Jul-2020	For Revision (IRBCO)	22-Jul-2020	IRB, Investigator	IRB, Investigator
---	3.0	22-Jul-2020	22-Jul-2020	IRBCO Administrat...	22-Jul-2020	IRB, Investigator	---
---	2.0	22-Jul-2020	22-Jul-2020	Pre-Review and Sign	22-Jul-2020	IRB, Investigator	---
---	1.0	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	IRB, Investigator	---

Once you have enable editing the Amendment application, then you can navigate through all the revisions requested by using the Review button

The screenshot displays the IRB application interface for "IRB: IRB-20-0228 'Training Materials', (v.7.0), Amendment/Amendment". The top navigation bar includes a "Back to overview" link, a "Review" button (highlighted with a red box), an "Attachments" button, an "Action" dropdown menu, and a "Workflow" dropdown menu. The left sidebar contains a list of tabs: IRB Review, Personnel, Project Information, General Information, Human Subjects Information, Recruitment, Protection Of Data, Risks and Benefits, Informed Consent, HIPAA, Training, Protocol/Forms Links, PI Assurance Statement, Amendment (selected), and Workflow History. The main content area is titled "AMENDMENT" and contains a form with two sections: "1. What are you changing or adding?" and "2. Please summarize the change. Remember to make the changes on the appropriate tabs above." The first section lists various categories with checkboxes, including Consent form, Advertisements, Questionnaire/Survey, Interview/Focus Group, Letter(s) of permission, IRB approvals other than this institution's IRB, Adding a site or location, Change of Personnel (addition/removal), and Other. The second section is a text area for summarizing the change.

Click on the “Review” button to see all feedback from the reviewer.

The screenshot shows a web application interface for IRB review. At the top, it displays 'IRB: IRB-20-0228 "Training Materials", (v.9.0), Amendment/For Revision (IRBCO)'. A sidebar on the left contains a navigation menu with categories like 'IRB Review', 'Personnel', 'Project Information', 'General Information', 'Human Subjects Info', 'Recru', 'Protec', 'Risks', 'Inform', 'HIPAA', 'Traini', 'Protocol/Forms Links', 'PI Assurance Statement', 'Amendment', and 'Workflow History'. The 'Amendment' item is highlighted in blue. A dropdown menu is open under the 'Amendment' category, showing options: 'All', 'IRB Review', 'Personnel', 'Project Information', and 'General Information'. A red box highlights the 'All' option with the text: 'Click "All" to see the feedback left on all tabs, instead of moving from tab to tab.' Below the dropdown is a '+ Start New Topic' button. A table displays feedback items with columns: 'Subject', 'Author', 'Responses', and 'Started on'. A red box highlights the first row of the table with the text: 'To open the feedback items double click on subject'. The table data is as follows:

Subject	Author	Responses	Started on
Amendment	IRB, IACUC, IBC, LAR, Training Coordinator	2	21-Aug-2020 12:12...

- As illustrated in the red box above, you will find a list of items requested by reviewers for the amendment and you may see other comments throughout the protocol if applicable.
- Please click on each topic under the “Subject” column to view the comments.

IRB: IRB-20-0228 "Training Materials", (v.9.0), Amendment/For Revision (IRBCO)

← Back to overview Review **Attachments** Action

IRB Review

Personnel

Project Information

General Information

Human Subjects Information

Recruitment

Protection Of Data

Risks and Benefits

Informed Consent

HIPAA

Training

Protocol/Forms Links

PI Assurance Statement

Amendment

Workflow History

Complete this tab only when an approved human subject's research

AMENDMENT

Irbp.Amendment.HelpText.Label

1. What are you changing or adding?

Consent form

Advertisements

Questionnaire/Survey

Interview/Focus Group

Letter(s) of permission

IRB approvals other than this institution's IRB

Adding a site or location

Change of Personnel (addition/removal)

Other

2. Please summarize the change. Remember to make the change concise. This is meant to be a quick summary for the reviewer (this text will not be included in the final report).

Answer

Subject:

IRB, IACUC, IBC, LAR, Training Coordinator 21-Aug-2020 12:12:20 PM

IRB, IACUC, IBC, LAR, Training Coordinator 21-Aug-2020 12:12:27 PM

Response

Type: ---

Save **Save & Back** ← Back

1. You may leave a response in the text box as shown below. However, if changes are requested within the application, a response is not enough. You will also need to go to the relevant tab on the main application and make the required change(s) there.

2. Click "Respond & Back" or "Save & Back"

If a document has to be uploaded as a response, you must go back to the "attachments" tab and upload the document in the respective section.

IRB Review: IRB-20-0228 "Training Materials", (v.9.0), Amendment/For Revision (IRBCO)

Generate Report

Tab	Subject	Author	Responses	Started on		
Amendment	Amendment	IRB, IACUC, IBC, LAR, Training Coordinator	3	21-Aug-2020 12:12...		

- After reviewing and addressing all items, click “close window”.
- Every time a researcher makes modification to a form a new version is activated in the system. The creation of versions allows the IRB Coordinator and Board Members to streamline the review by conducting automatic comparisons among versions.

Resubmitting an Amendment

Submitting back to Workflow, after making required revisions

You have two options to submit your Revised Amendment back to Workflow.

Option #1 - Within the Application:

The screenshot shows the IRB application interface for "IRB: IRB-20-0228 'Training Materials', (v.9.0), Amendment/For Revision (IRBCO)". The top navigation bar includes "Back to overview", "Review", "Attachments", "Action", and "Workflow". The "Workflow" dropdown menu is open, showing options: "IRBCO Administrative Review", "Closed", and "Withdrawn". A red box highlights the "Workflow" dropdown and the "IRBCO Administrative Review" option. A red callout box points to the "IRBCO Administrative Review" option with the text: "1. Click 'Workflow' and select 'IRBCO Administrative Review' from the context box".

IRB Review
Personnel
Project Information
General Information
Human Subjects Information
Recruitment
Protection Of Data
Risks and Benefits
Informed Consent
HIPAA
Training
Protocol/Forms Links
PI Assurance Statement
Amendment
Workflow History

← Back to overview | Review | Attachments | Action | Workflow

IRBCO Administrative Review
Closed
Withdrawn

Complete this tab only when an approved human subject's research project amendment is submitted as part of a Continuation Review.

AMENDMENT

Irbp.Amendment.HelpText.Label

1. What are you changing or adding?

- Consent form
- Advertisements
- Questionnaire/Survey
- Interview/Focus Group
- Letter(s) of permission
- IRB approvals other than this institution's IRB
- Adding a site or location
- Change of Personnel (addition/removal)
- Other

2. Please summarize the change. Remember to make the changes on the appropriate tabs above.
This is meant to be a quick summary for the reviewer (this text will also appear on the approval letter).

Answer

3. What is the reason for the change?

Answer

Irbp.Amendment.HelpText.Label

1. What are you changing or adding?

- Consent form
- Advertisements
- Questionnaire/Survey
- Interview/Focus Group
- Letter(s) of permission
- IRB approvals other than this institution
- Adding a site or location
- Change of Personnel (addition/removal)
- Other

Comment:

Effective date*: 21-Aug-2020

Please write a comment inside the text box, after that please click “Ok”

Please use this box to communicate with the next Workflow user.

Option #2 - from the Protocols page:

Open the amendment by clicking on the text in the gray row as shown below. This will open the document level shown below in the red box.

IRB-20-0229	Protocol B (FA Behav Exp)	22-Jul-2020	Disapproved	17-Aug-2020	16-Aug-2021	---	---	17-Aug-2020	17-Aug-2020	Disapproved	17-Aug-2020	17-Aug-2020	IRB, Investigator	15.0	---
IRB-20-0228	Training Materials	22-Jul-2020	Amendment	21-Aug-2020	22-Jul-2120	---	---	21-Aug-2020	21-Aug-2020	For Revision (IRBCO)	21-Aug-2020	22-Jul-2020	IRB, Investigator	11.0	22-Jul-2021

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	11.0	21-Aug-2020	21-Aug-2020	For Revision (IRBCO)	21-Aug-2020	IRB, Investigator	---
---	10.0	21-Aug-2020	21-Aug-2020	IRBCO Administrative Review	---	gator	---
---	9.0	21-Aug-2020	21-Aug-2020	For Revision (IRBCO)	---	gator	---
---	8.0	21-Aug-2020	21-Aug-2020	IRBCO Administrative Review	---	gator	---
---	7.0	21-Aug-2020	21-Aug-2020	Amendment	---	gator	---
---	6.0	21-Aug-2020	21-Aug-2020	Approved	---	gator	---
---	5.0	22-Jul-2020	22-Jul-2020	IRBCO Administrative Review	2020	gator	---
---	---	22-Jul-2020	---	For Revision	22-Jul-2020	IRB	---

vascript:_doPostBack('A130115TZ012--1S1_Button10;')

Right click on document and select “IRBCO Administrative Review”.

The screenshot displays a workflow application interface. A modal dialog box is open, allowing a user to provide a comment and set an effective date for a document. The dialog includes a text input field for the comment, an 'Effective date*' field with a calendar icon, and 'Ok' and 'Cancel' buttons. A red box highlights the comment area and the 'Ok' button. A callout box points to the comment area with the text: "Please write a comment inside the text box, after that please click “Ok”".

Document ID	Document status	Last document status change	Principal investigator
Aug-2020	For Revision (IRBCO)	21-Aug-2020	IRB, Investigator
Aug-2020	IRBCO Administrative	21-Aug-2020	IRB, Investigator

Please use this box to communicate with the next Workflow user

Once your revisions are completed and received, your submission will be revisited. It may be approved after that, depending on where it is in the workflow. If your revisions are not sufficient or something was missed, the protocol will be pushed back to you for revision.

Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

My Filter Sets: **Approved Protocols (For all users)** [Save] [Delete]

File-General | File-History | Document

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New | Export to Excel

Documents are organized into files (folders). Click on the

No. of entries: 414

IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version
IRB-20-0232	Protocol C - Health Affairs Appli...	17-Aug-2020	Approve d	17-Aug-2020	17-Aug-2021	---	17-Aug-2020	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2020	IRB, Investigator	29.0
IRB-20-0228	Training Materials	22-Jul-2020	Approve d	21-Aug-2020	22-Aug-2020	---	21-Aug-2020	21-Aug-2020	Approved	21-Aug-2020	22-Jul-2020	IRB, Investigator	16.0

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	16.0	21-Aug-2020	21-Aug-2020	Approved	21-Aug-2020	IRB, Investigator	---

Once approved, you will receive an email notification and your amendment will disappear from the 'Pending Protocols' list.

This is how your approved amendment will look like on Tick@lab, Approved Protocols filter

- [Home](#)
- [Protocols](#)
- [Compliance Support](#)
- [Tasks](#)
- [Reports](#)
- [Master Data](#)

- [Switch to mobile](#)
- [Help](#)
- [UTRGV Research Compliance](#)

tick@lab

System Information: a-tune tick@lab 3.0
Build 3269.2 Config Version: 013 Language: English

Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

My Filter Sets: Approved Protocols (For all users)

File-General
 File-History
 Document

[CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.](#)

[+ New](#)
[Export to Excel](#)

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 414

<<
<
1
2
3
4
5
6
7
8
9
10
...
>
>>

	IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version
	IRB-20-0232	Protocol C - Health Affairs Appli...	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2021	---	17-Aug-2020	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2020	IRB, Investigator	29.0
	IRB-20-0228	Training Materials	22-Jul-2020	Approved	21-Aug-2020	22-Aug-2020	---	21-Aug-2020	21-Aug-2020	Approved	21-Aug-2020	22-Jul-2020	IRB, Investigator	16.0

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	16.0	21-Aug-2020	21-Aug-2020	Approved	21-Aug-2020	IRB, Investigator	---

Amendment has been APPROVED