



# JAMES MADISON UNIVERSITY®

SOP Title:	Procedure for Modifying Research Protocol Registrations	SOP No.	10
		Revision	1
Effective Date:	2/26/2025	Page	1 of 1

**Purpose:** This standard operating procedure (SOP) explains the procedure for modifying an existing approved research proposal.

**Conditions:**

1. An approved research proposal must be on file with the Institutional Biosafety Committee (IBC).
2. The modification must still be in concert with the original proposal’s objectives.
3. The modification cannot increase the risk group rating of the research.

**Procedures:**

1. To submit an amendment, go to <https://jmu.app.cayuse.com/>. Once logged in, select “Hazard Safety” under the Products drop-down menu.
2. A more detailed user guide for helping to fill out the protocol is available here: [https://www.jmu.edu/researchintegrity/eramanuals/cayuse\\_ibc\\_researcher\\_manual.pdf](https://www.jmu.edu/researchintegrity/eramanuals/cayuse_ibc_researcher_manual.pdf), but help can also always be obtained by consulting with the Office of Research Integrity or someone from the IBC committee.
3. Under Protocol Actions, click on the protocol to highlight the row then select “Start IBC Amendment” at the top of the page.
4. Complete the form and update the protocol registration as necessary.
5. Once all changes are complete, click on “Submit Protocol.”
6. Depending on the nature of the amendment, it will either be processed administratively, designated member, or by the full committee.
7. The possible outcomes are: approve as written, approve pending minor revisions, or disapprove. Amendments that cannot be approved under designated review will be sent to the full committee.

Revision History		
Version No.	Brief Description of Changes	Created on Date
01	Updated SOP to reflect current electronic Research Administration (eRA) procedures.	2/26/2025