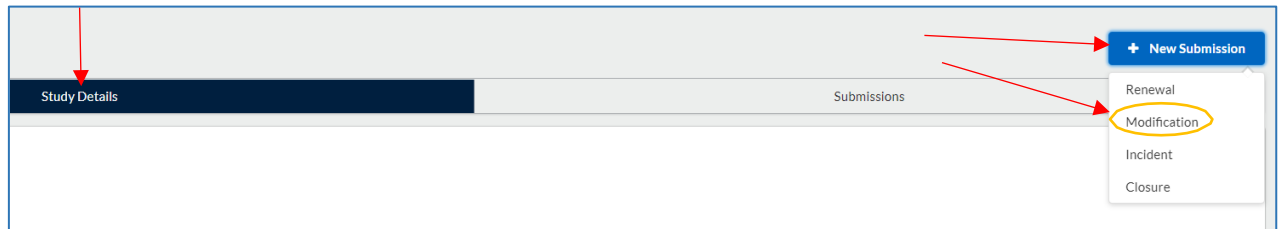
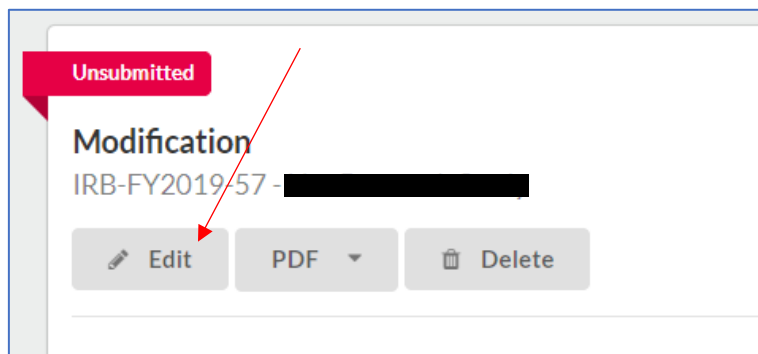


How to Create a Modification Submission in Cayuse

1. Login to the Regent Cayuse system and click on your study.
2. Make sure you are in “Study Details.”



3. At the top right corner, you will see a blue “+New Submission” button. Click on it and select “Modification.”
4. Click on the “Edit” button to open the Modification Submission.



5. Follow the instructions to complete the form, submit, then certify.

Note: All PIs, co-investigators, or faculty advisors/chairs must certify the submission.

Things to keep in mind before submitting:

- Remember to give a detailed description of the modification.
- Think about all the sections that need to be modified.
- To help speed up the review, please **BOLD** or underline the changes you make in the application responses.
- If you make any changes in your attachments, please **highlight** those changes.
- Please remove the old attachment and upload the newly modified and highlighted attachment.