Overview

UCLA CTSI/Health Services has requested that the BruinIRB record for all reliance submissions maintain the current protocol and consent versions for the life of the study. UCLA CTSI/Health Services has requested that protocol and consent updates be submitted through BruinIRB to allow for the revised documents to be passed through to the study file in OnCore.

BruinIRB has the capability to modify the application without requiring IRB review. This activity is called **Update Study Details**. This is an administrative function to allow upload of future revisions to the study protocol and consent/assent forms that would normally not require submission to UCLA IRB review. This activity will be limited to FS, PI, and PI proxy(ies).

Non-CTSI/Health Services users are encouraged, but not required, to use the Update Study Details activity to maintain the most current version of study related documents in BruinIRB.

Steps to Completing Update Study Details

Select **Update Study Details**:
Complete the amendment cover page, sample language included below:

Upload the revised protocol.
Upload any revised consent document:

Select *FINISH*. You will be directed back to the main study page.

Once in the main study page, select *Finalize Updates* activity to complete this action.
You will receive the following confirmation:

Once the update is accepted, the amendment history will show Updates Finalized.
NOTE: The UPDATE STUDY DETAILS activity will not be accessible if there is an open amendment or study update in progress. If you cannot see the button, check the “Follow-on Submissions” tab in the main study page to confirm no other reviews are in process.