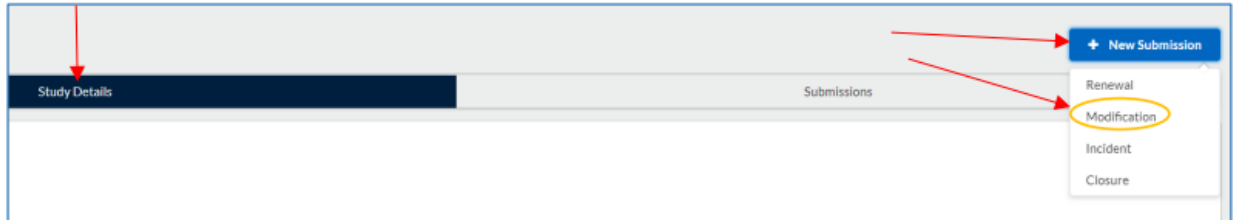
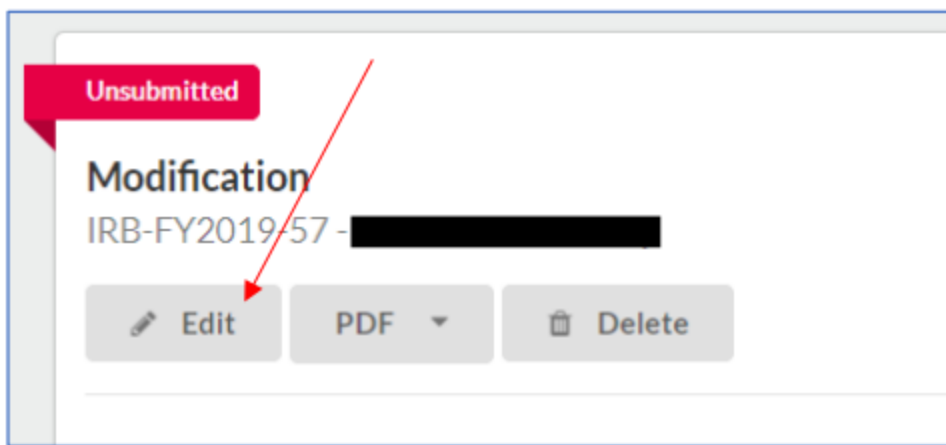


## How to Create a Modification Submission Cayuse

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



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.

### 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 those changes.
- Please remove the old attachment and upload the newly modified and highlighted attachment.