**AA-002-Amendment/Modification Submission**

In order to create an amendment/modification to an approved Affiliation Agreement (AA) package, please follow the instructions below. Please upload any revised documents and a memo outlining the changes and justification for those changes. *Changes should be in red, italicized font*.

1. Log into IRBNet and access the study by clicking on the title.
2. Once the study has been accessed, on the left hand menu click on "Project History"
3. The screen will refresh, scroll down and click on "Create New Package"
4. You should now be in the designer portion of the application, if not, click on “designer” on the left hand menu and then proceed to Step 2 and upload the r*evised Documents/Program Agreement (as applicable) by clicking on “Add New Document”. For document types, on the “Document Type” drop down menu, chose “Other” and in the description field enter the Updated/Revised Facility Information Form (FIF) and upload the document. Follow suit for the Education Experience Affiliation Agreement (EEAA) and the Program Agreement.*

5) Once revised documents have been uploaded, the package will need to be shared with the Program Director/Chair (if not the submitter) and the Dean for their review and electronic signature as per UTS108 [**UT System Policy UTS 108 on Affiliation Agreements.**](http://www.utsystem.edu/bor/procedures/policy/policies/uts108.pdf)

On the left hand menu click on “Share this Project”. Click on “**SHARE**” again when the screen refreshes. UTEP will be the default institution so click on “Select Organization”.

1. The directory will appear, search for designated person by last name. When the desired name appears, grant the user **“READ”** access. In the comments section please enter, *“The required documents for a Program Agreement have been uploaded. Please review at your earliest convenience for comprehensiveness and secure your review with an electronic signature”.*

7) **If the submitter is not the Department Head/Chair, that person will sign as “Administrative Reviewer” and the Department Head/Chair will sign as “Department Head or Department Representative” and the Dean will sign as “Other Signatory”.**

Once the package has been signed by all required parties, on the left hand menu, click on “Submit this Package” and complete as instructed. Please ensure to click on the correct Board as UTEP now has four boards within IRBNet: IRB (human subjects), IBC (recombinant DNA), IACUC (animal research) and Affiliation Agreements.

8) The package status should then indicate “pending review” and it has been received by the AA Coordinator.

If further assistance is required, please call 747-8841 or 747-8401to assist with the submission process.