How to Create and Submit an Amendment

ePIRATE Training
This tutorial shows you how to create and submit an amendment in ePIRATE.

Amendments are necessary any time you want to make changes to a study that has already been approved by the UMCIRB.
Welcome to ePIRATE, the electronic Portal for Institutional Research at East Carolina University.

This site enables East Carolina University to manage all aspects of Institutional Review Board (IRB) compliance processes.

Click on Dashboard in the upper left hand corner of this screen to create a study, create and edit your Profile, and perform other actions on existing research studies.

***UPGRADE NOTIFICATION: ePIRATE was upgraded on Wednesday, March 17, 2021. The biggest change that existing users will notice is with the look of the IRB application smartform. The “Jump To” menu has moved to the left side of the screen and several other navigation tools on the application pages have been moved. Please review the following 5 minute tutorial explaining this newest upgrade: ePIRATE Upgrade

***9.11.2020: Existing research studies that are changing their method of paying
Click on “Approved” or “Certified Exempt” based on the level of review used for the initial study.
Find the study you wish to create an amendment for and click the name to access the main study workspace.
Click “New Amendment”
There are two separate workspaces you will need to access when submitting a new amendment.

The “Amendment” workspace is where you summarize and propose the changes you would like to make.

Any changes to the study will need to be made in the “Modified Study” workspace.
Fill in all relevant information. Red asterisks mean that there must be an answer provided. This applies to both the Amendment and Modified Study workspaces.

- The Exit button will return you to the main study workspace. You will be prompted to save before exiting the form.
- The Save button will save your work on the current screen view.
- The Continue button will save your work and take you to the next page that needs to be completed.

A set of options will appear in this area of each screen view.
The modified study workspace is a copy of the currently approved submission. All screen views will be pre-populated with the information approved at the point the amendment was created. This also includes copies of all approved documents.

Any changes being made to the study, must be reflected in the modified study workspace. For instance, if study team changes are being made, screen view 1 would need to reflect these changes and roles and responsibilities assigned for any new study team members.

Changing documents in ePIRATE is an important function and there is a separate tutorial for this process. This tutorial can be found on our “How Do I” website.
Once you have completed the Amendment workspace and updated the Modified Study workspace to reflect the proposed changes, click the “Submit Revision” button.
Submit Revision

Use this form to submit your completed application amendment. If you click ok, you are no longer able to modify the application. You will be notified about the review result by email. If you are not ready for submission, click cancel.

Click “OK” to submit the amendment for review