

Modify a Submitted WVU Build Form HIPAA Waivers, Data Protection Request Forms

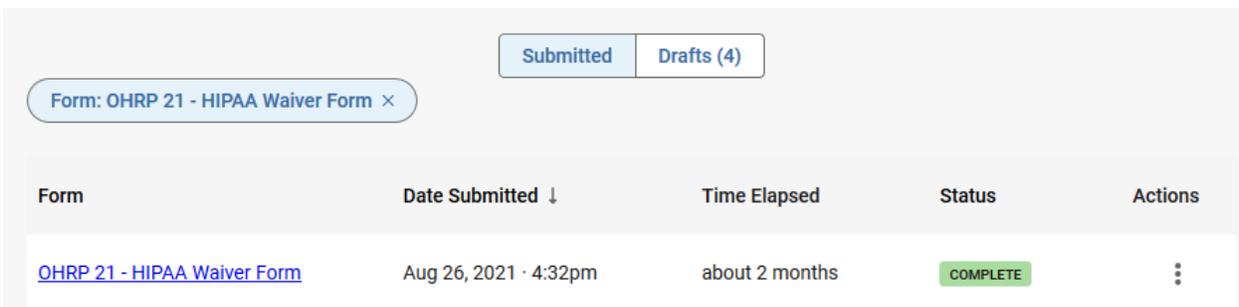
Follow the instructions below to modify a submitted Data Protection Request Form or a HIPAA Waiver Form.

Step 1: Determine a change is needed.

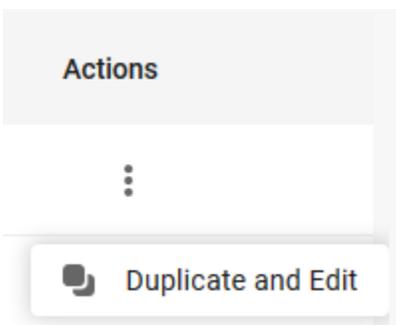
Step 2: Go to <https://wvu.kualibuild.com> and click on the Submissions tab at the top center.



Step 3: From the list of submitted documents, find the form to be changed.



Click to expand the menu in the Actions column and choose Duplicate and Edit.



Step 4: Change the answer to the first question to Change to an Existing Form

Is this a new request form or a change to an existing form? *

- New Request Form
- Change to an Existing Form



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Step 5: Complete the rest of the form, updating any information that has changed.

You will need the document number (e.g., Certificate number, Waiver number) of the document you are amending. Look for it in the upper right area of the document. Enter 0 if your document does not have a document number.



WVU Research Data Protection Certificate		Disclosure for the Use of Information	
Medium Risk		Principal Investigator	WVU Protocol Number
Certificate# 0327	John Smith	2110123456	HIPAA Waiver Number 0001

Step 6: Submit your updated request form. Your submission will be reviewed by the appropriate staff.

Step 7: When you receive your updated form:

Data Protection Forms:

1. Expedited/Full Board Protocols = Amend your protocol
2. NHRF/Flex/Exempt = Determine if the change presents risk to the participants for Data Protection

HIPAA Waiver Forms:

1. Expedited/Full Board Protocols = Amend your protocol
2. NHRF/Flex/Exempt = Notify WVU OHRP and request that the form be added to the protocol in WVU+kc. (amendments are not possible for these protocol types)