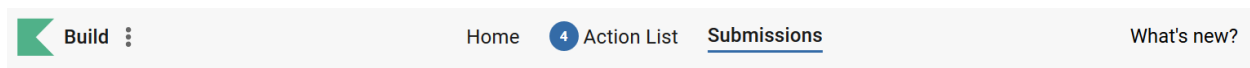


Follow the instructions below to submit a change for an approved Data Protection Certification/Form. The instructions indicate how to copy the submitted form and make changes to the items needed rather than starting a new form. However, a new form can be submitted.

Step 1: Determine a change is needed

For example, a change to Data Source, Data Variables, Personnel

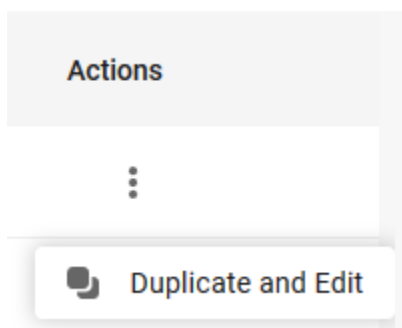
Step 2: Go to <https://wvu.kualibuild.com> and click on the Submissions tab at the top center.



Step 3: From the list of submitted documents, find your most recent Complete WVU Research Data Protection submission.

Form	Date Submitted ↓	Time Elapsed	Status	Actions
WVU Research Data Protection	Sep 9, 2021 · 12:26pm	20 days	COMPLETE	⋮

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

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

You will need the certificate number the Data Protection Certificate you are amending. Find it in the upper right area of the Certificate.



WVU Research Data Protection Certificate

Medium Risk

Certificate# 0327

Step 6: Submit your Data Protection request form. As with the previous submission, you will receive an auto certificate for most low-medium risk activity or be notified of the approval process for higher risk activity.

Step 7: When you receive your updated certificate, amend your protocol or notify OHRP to have it added to your protocol in WVU+kc.