

Appendix 2 – Practical steps on how to submit using the IRAS portal

IMPORTANT: From 28th April 2026 with the Medicines for Human Use (Clinical Trials) (Amendment) Regulations 2025, ‘amendments’ are now referred to as ‘modifications’ and put into new categories. However, IRAS has not been updated (as stated on version 2.0 of the Modification Tool) and still uses the old terminology. When submitting a modification on IRAS it is important that you use follow the Submissions Guidance tab in the Tool and what it states the modification should be submitted as.

Purpose

This guidance explains how to submit a modification using the IRAS portal after it has been reviewed and authorised by the University of Bristol Research Governance Team.

Modification submission

Submit via IRAS portal :<https://www.myresearchproject.org.uk/help/hlpamendments.aspx#Online-Submission>

1. Click ‘Create new amendment’ in top right corner.
2. Enter IRAS ID and Verify
3. Fill in the boxes on the next screen as follows:
 - Amendment type must match that detailed on bottom of authorised Modification Tool (substantial, non-substantial or non-substantial, no study-wide review required)
 - Sponsor amendment date: our date on Modification Tool
 - Email: joint box / or researcher contact email (if not submitted by RGT)
 - Sponsor amendment ref: our ref on amendment tool
 - Summary: copy off amendment tool, sorting out truncated sentences into a paragraph

New Amendment

IRAS ID Contextual help with ques

<p>IRAS ID [Redacted]</p> <p>Study type Others</p> <p>Amendment type * ---Select Amendment type--- <small>The amendment type should match with the output in the amendment tool.</small></p> <p>Sponsor amendment date * -- -- -- -- <small>The sponsor amendment date should match the date entered in the amendment tool.</small></p> <p>Sponsor amendment reference * <small>Remaining: 200 characters</small> <small>The sponsor amendment reference should match the reference entered in the amendment tool.</small></p> <p>Summary of amendment *</p>	<p>Short title [Redacted]</p> <p>REC opinion of application Further Information Favourable Opinion</p> <p>Email * <input type="text"/> <small>The email address will be used to confirm submission of amendment.</small></p>
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4. Click continue

5. Expand 'Amendment documents' section and click '+ Attach new document'

- You can drag and drop the required document. This must include the authorised Modification Tool (and other documents if applicable)
- For each uploaded document the 'title', 'type', 'version' and 'document date' must be completed
- In the case of the Modification Tool, the date and version = date and version of Modification Tool (i.e. at the top of the document)
- Once complete, click 'Attach'

Attach new document

Drag and drop files here

Valid document types that can be uploaded are: png, gif, bmp, svg, jpg, jpeg, doc, docx, dot, dotx, xls, xlsx, pdf, txt, csv, ppt, pptx, rtf, odt, ofd, xps, xml, html, htm, vcf, eml, msg.

> Document type

Select document...

Title * Type *

Version * Document date *

The version number you enter must match the version number on the document. This will be used to validate your amendment and will appear on the final opinion letter. If the information does not match, your amendment may be rejected.

The date you enter must match the date on the document. This will be used to validate your amendment and will appear on the final opinion letter. If the information does not match, your amendment may be rejected.

Attach Cancel

6. Once all is ready, press 'Submit'

Type	Title	Version	Document date
Completed Amendment Tool	Amendment tool		

Submit Save

7. If the RGT are submitting, a confirmatory email will be received into the joint box