**eSMART Modification Requests**

This quick guide details the submission of an eSMART Modification to a Clinical Trial study. Modifications include changes to a budget, billing plan/grid, personnel, and/or study protocol.

**Step 1: Navigate to eSMART Billing**

1. Hover your mouse over the menu bar on the left side of the eSMART Home page. The menu options will appear.
2. Select **eSMART Billing** to initiate a modification request.

**Step 2. Select Study from your list**

Studies on which you are a study contact will be displayed.

- Select Billing Plan ID (**B.P. ID**) number to open a study.

**Step 3. Navigate to Modifications tab of your Grid**

1. Select **Modifications**
2. Select **Request Modifications**

Modification requests

In order to request modifications to your Billing Plan after Finance has begun their review, you must submit a Modification Request. Use the button below to request modifications to your Billing Plan. The table below lists any existing Modification Requests.

System link: [https://starbrite.vanderbilt.edu](https://starbrite.vanderbilt.edu)  Financial Training link: [https://finance.mc.vanderbilt.edu/ft/esmart_training.aspx](https://finance.mc.vanderbilt.edu/ft/esmart_training.aspx)
Step 4. Complete Modification Request

1. Select the Type of Study Change

2. Select Reason for Study Modification

3. Include the following, when applicable, in Description:
   - Current State information v. requested modification (ex: If new center number, include current center number that is changing)
   - Procedure name
   - Location of Services
   - Technical/Professional
   - Timepoints
   - Which Arm, if multiple
   - Payor codes

4. Choose effective date for change(s).

5. Attach relevant documents to support changes, such as protocol, consents, or budget changes. It is highly recommended that you export a copy of your billing grid as an Excel document to make changes.

6. Select Yes radio button to Submit or No to save for later.

7. Select Save modification request

Note: The button Guidelines for Modification Requests provides further details about Modification Requests.

The document can also be found here.