



How to Create and Submit an Amendment

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QUICK STEPS



- From the Manage Protocols window select the application to amend. The Status should be **"Approved"**

Note : Only approved applications with no other post approval activities (i.e. amendments, renewals) can be amended.

- Click on the **Title** of the application to be amended



- Click the **Amend** button in the upper right hand corner of the screen and the **Amendment Coversheet** will appear

*NOTE : If your renewal date is not far, renewals and amendments can be submitted jointly via the **Renew & Amend** option.*

- Follow the instructions, complete the **Amendment Coversheet** (you can also make changes to the original application)



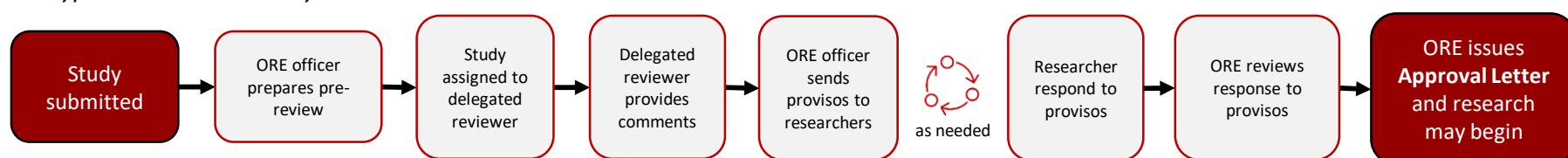
- On completing the amendment, PIs can click **Submit** button on the right hand side
*If any errors occur on submitting due to incomplete fields, navigate through the sections and complete. Press **Submit** button again*
- The application will go into will go into **Read Only Mode**
- For Graduate Students and other team members press **Notify PI to Submit**, this action will send an email to the PI to review the amendment and submit



- Scroll to the top to see the Status bar
- The Status Bar will read
Submission Type = **Amendment**
Status = **Submitted for Review.**
- Your amendment has been submitted - Press the **Back** button within the application to return to home page

APPROVAL PROCESS

For a typical minimal risk study...



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New Application



Amendments



Change of P.I.



Annual Renewal



Study Closure



Unanticipated Problem