



How to Create and Submit an Amendment

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.

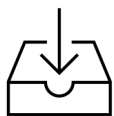
- Click on the **Title** of the application to be amended.



- 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).



- 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.

- Once the PI **Submits** the application will go into **Read Only Mode**.

- Press the **←Back** button within the application to return to home page.

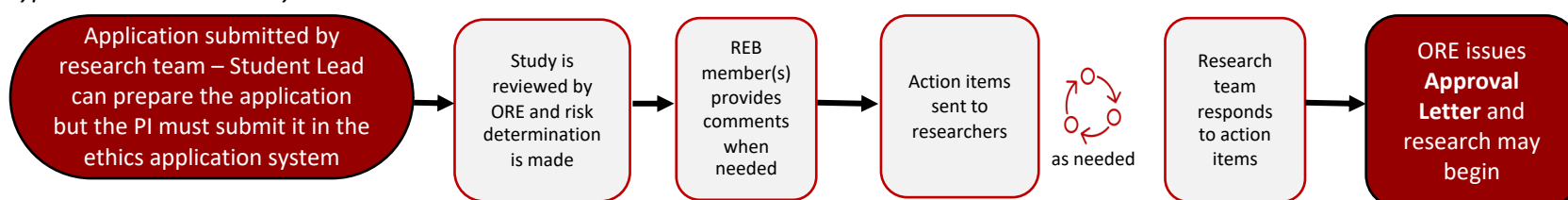


- When checking the status of the application, scroll to the top to see the Status bar.

- The Status Bar will read:
Submission Type = **Amendment**
Status = **Submitted for Review**

APPROVAL PROCESS

For a typical minimal risk study...



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New Application



Amendments



Change of PI



Annual Renewal



Close Request



Unanticipated
Problem