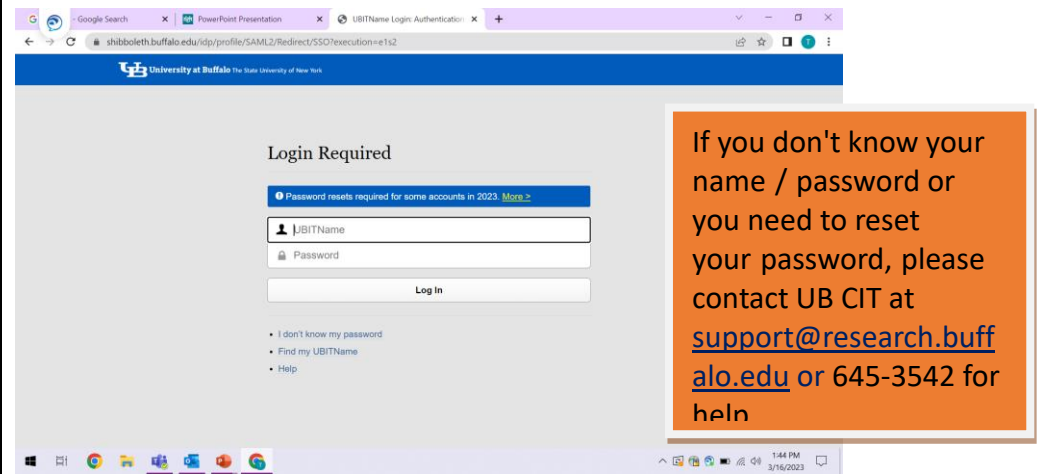
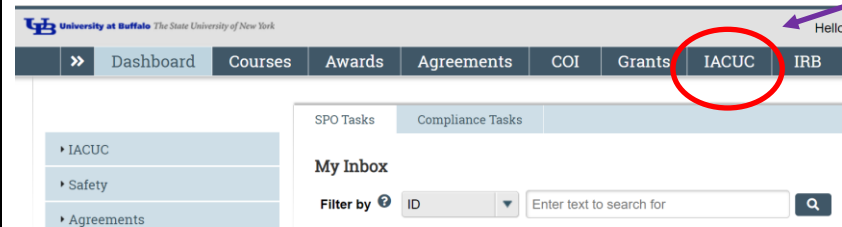


Quick Reference Guide: How to Create/Submit an Amendment

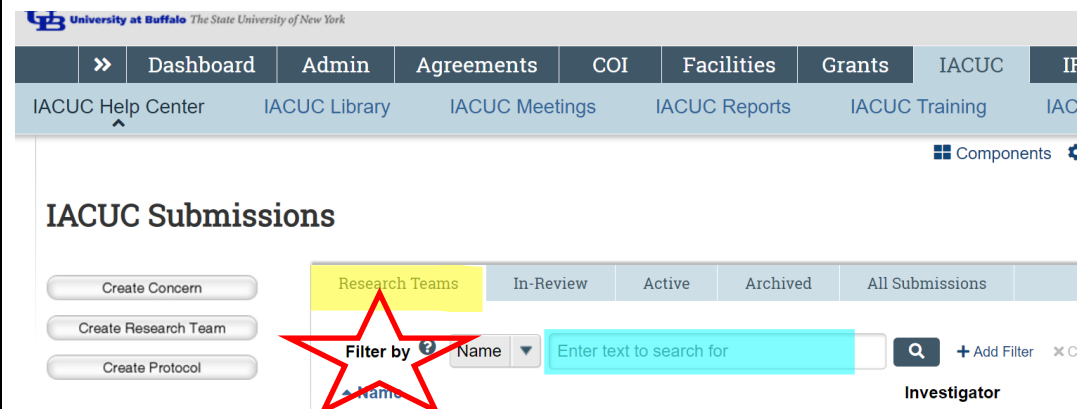
1. Log in to Click with UBIT name and password



2. Click on the IACUC tab in the bar across the top of the page



3. Click on your Research Team – You can filter the Team Names for an easier find



Quick Reference Guide: How to Create/Submit an Amendment

4. Select the Active Tab to view a list of all your currently approved protocols. Find your protocol that needs to be amended in the list of Submissions.

Click on the title to open the workspace.

IACUC Submissions

Create Concern
Create Research Team
Create Protocol

My Inbox
Help Center

Research Teams In-Review **Active** Archived All Submissions

Filter by ID

ID	Name	Date Modified	State	Submission Type
PROTO20210	Intra-arterial Chemotherapy for GBM in the	5/25/2023 8:05 AM	Approved	New Protocol Application
PROTO2020	Nar. - TB	5/24/2023 6:59 PM	Approved	New Protocol Application

5. In the left column, under My Current Actions, there should be an Action button for "Create Amendment." Click on that button.



Home Courses Agreements COI Facilities Grants IACUC

IACUC > Cancer Research Team > test

Approved

PROTO201700005:test

Principal Investigator: RebeccaSimms (pi)(03)
Submission type: New Protocol Application
Primary contact:
IACUC coordinator:
Veterinarian:
PI proxies:

View Protocol
Printer Version
View Differences
Create Annual Review
Create Triennial Review
Create Amendment

Pre-Submission → Pre-Review → Clarifications Requested → Pre-Review

6. Answer the questions on the following page briefly describing the changes you are making and explaining why. Hit Continue to move on to the protocol.

Editing: AMEND202

Go to forms menu Print Icons H

Only one amendment of each type can be active at one time.

Active follow-on submissions for this protocol:

ID	Name	Date Modified	State
There are no items to display			

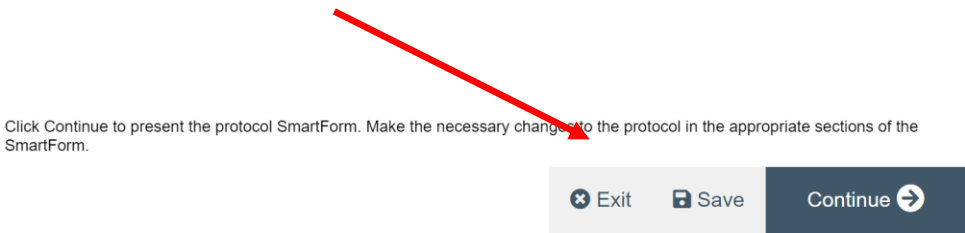
1. * Amendment short title:

2. Note: If you are changing personnel who are assigned to perform procedures you must select both types (Significant and All Other).

* Select the type of amendment:

- Significant (PI, purpose, scientific aims, and experiments)
- All Other (protocol team membership and all other changes)

Quick Reference Guide: How to Create/Submit an Amendment

<p>7. Scroll through the protocol pages until you get to the pages relevant to the change you are making. Make the appropriate changes to the protocol to fully describe the changes.</p>	<p>If you are adding personnel, all new personnel should be added on the Protocol Team Members page and then have duties assigned to them on the Procedure</p>
<p>8. Click “Save” and then “Exit”</p>	<p>Click Continue to present the protocol SmartForm. Make the necessary changes to the protocol in the appropriate sections of the SmartForm.</p> 
<p>9. On the left side of the screen, under My Current Actions, there should be a “Submit” button. Click on that button to send the amendment to the IACUC office for pre-review.</p>	