**Instructions for initiating an amendment to an approved protocol**

1. To access approved protocols, begin by navigating to the “**Study Workspace**” under “**Study Assistant**” (accessed from “My Workspaces” at the top left).
2. The approved protocol can be accessed from the “**IACUC**” tab under “**IACUC Studies**” table from the home screen. To access the amendment form, press “**Forms**” under the “**Actions**” column.
3. This opens a window displaying new form types that can be submitted. Press the icon under the “**Start a new submission**” in the “**IACUC Amendment Form**” row.
4. This navigates to the IACUC Amendment form. Complete section 1.2 and 1.3 to briefly describe changes and provide a justification for the changes.
5. In order to complete the amendment revision, the protocol form itself **must** also be revised.
6. To do this, press the “**Click here to attach the application**” under section 1.4. **Please note** the table above is this a screenshot to provide guidance only. The buttons on this screenshot are not functional.
7. On the next screen that pops up, press the “**Add Revision**” icon to the right. This will create an editable copy of the approved protocol. Edit the necessary sections, making sure to press “**Save Section**” often to preserve your work.
8. Pressing “**Save and Continue to Next Section**” on the last section in the revised protocol form will take you back to the amendment form.
9. Press “**Save and Continue to Next Section**” to access the “**Signoff and Submit**” screen.
10. If you are not the PI, this will send the amendment packet to the PI for signoff approval. If you are the PI, select “**Approve**” and then “**Save Signoff**” on the next screen. This will send the amendment packet to the Animal Program Office.