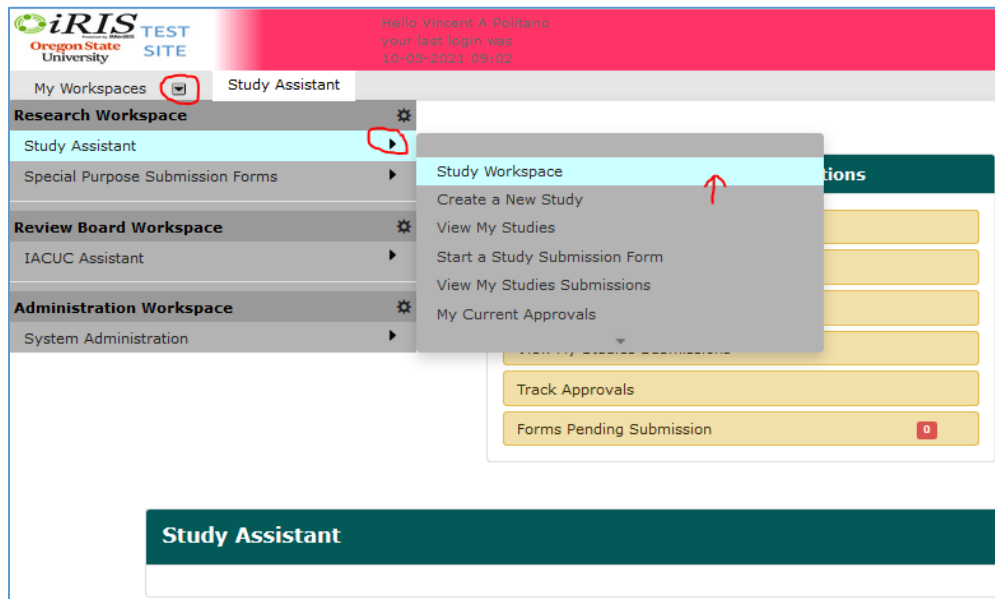
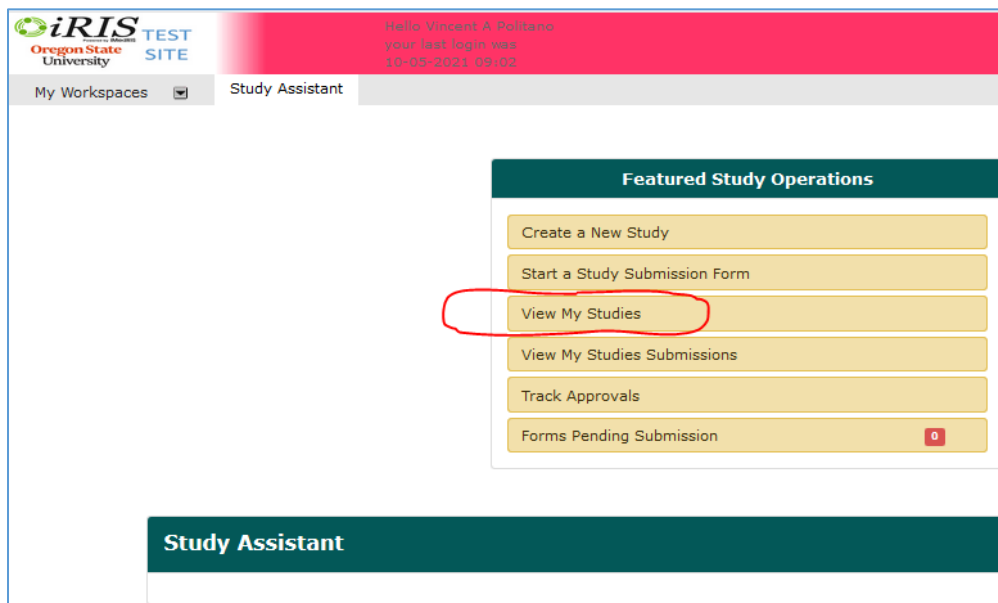


Instructions for initiating an amendment to an approved protocol

- 1) To access your approved protocols, begin by navigating to the “**Study Workspace**” under “**Study Assistant**” (accessed from “**My Workspaces**” at the top left).



- 2) You can see your approved protocols by clicking “**View My Studies**”, then clicking the “**IACUC**” tab under the “**All Studies**” table. To access an amendment form for any approved protocol, press “**Forms**” under the “**Actions**” column in the appropriate row of the table.



All Studies | Recently Used | Study Status

All | Draft | **IACUC**

17 result(s) found...

Click to open Study Dashboard	Study Status	Review Board	RB Number	RB Expiration	Study Title
	IACUC - Approved	IACUC	IACUC-2021-0135	07/20/2024	Vince Test
	Expired	IACUC	IACUC-2021-0133	07/24/2021	88 days before 3-year renewal
	IACUC - Approved	IACUC	IACUC-2021-0122	01/23/2024	CFC Training - New Participant Amendment Submission
	Pending - Submitted for Initial Review	IACUC	IACUC-2021-0134	01/24/2024	Copy of 28 days before 3-year renewal

IACUC Studies | Recently Used | Study Status

All | Draft | IACUC

Search for RB Number, Title, Alias | Search

17 result(s) found... | 1 - 17

Click to open Study Dashboard	Study Status	Review Board	RB Number	RB Expiration	Study Title	Principal Investigator	Actions
	IACUC - Approved	IACUC	IACUC-2021-0135	07/20/2024	Vince Test 7/22/2021	Politano, Vincent A	History Items Forms Hide Copy Delete Correspond
	Expired	IACUC	IACUC-2021-0133	07/24/2021	88 days before 3-year renewal	Politano, Vincent A	History Items Forms Hide Copy Delete Correspond
	IACUC - Approved	IACUC	IACUC-2021-0122	01/23/2024	CFC Training - New Participant Amendment Submission	Politano, Vincent A	History Items Forms Hide Copy Delete Correspond
	Pending - Submitted for Initial Review	IACUC	IACUC-2021-0134	01/24/2024	Copy of 28 days before 3-year renewal	Politano, Vincent A	History Items Forms Hide Copy Delete Correspond

3) This opens a window displaying new form types that can be submitted. Press the icon under “Start a new submission” in the “IACUC Amendment Form” row.

IACUC Studies | Recently Used | Study Status

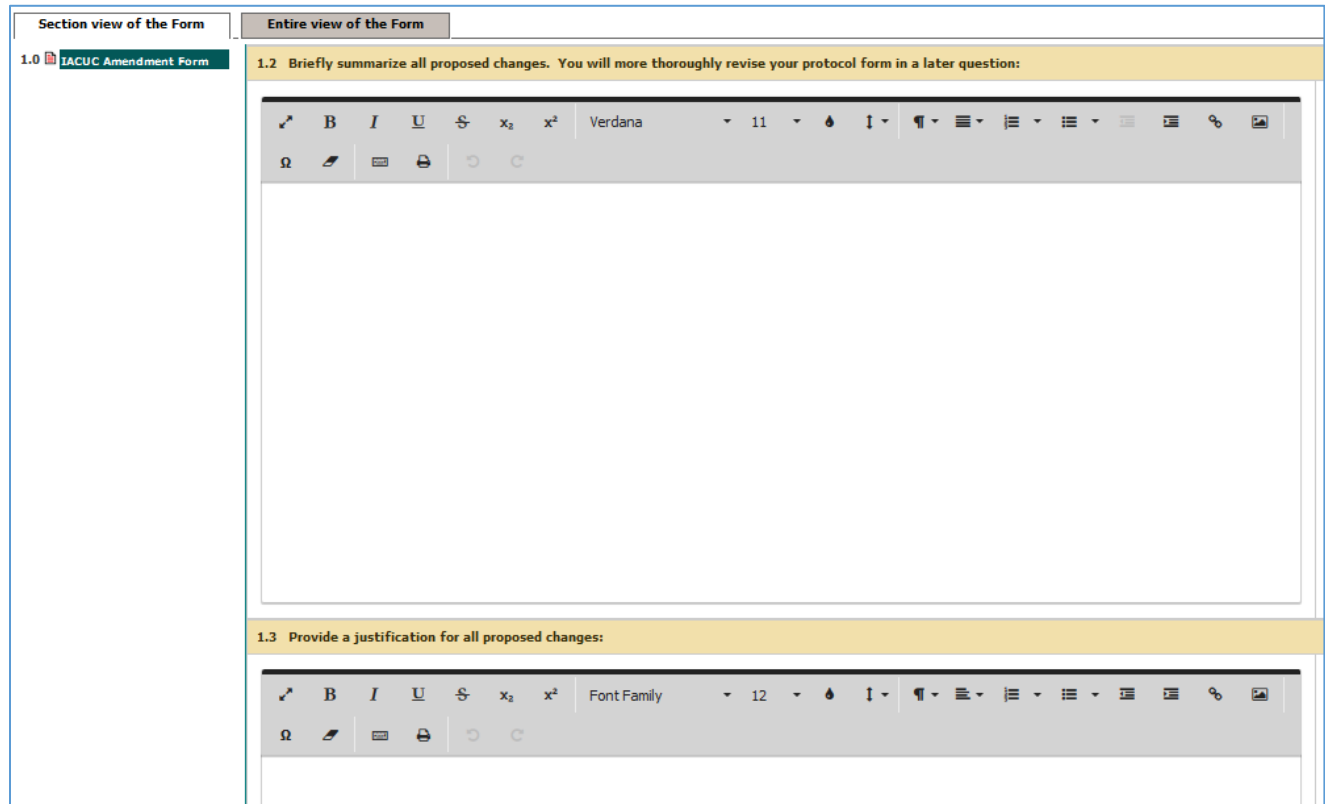
All | Draft | IACUC

Search for RB Number, Title, Alias | Search

17 result(s) found... | 1 - 17

Click to open Study Dashboard	Study Status	Review Board	Form Name	Version List	Start a new Submission	Edit Incomplete Submissions
	IACUC - Approved	IACUC	IACUC Submission Forms			
	Expired	IACUC	IACUC Amendment Form			
	IACUC - Approved	IACUC	IACUC Annual Report Form			
	Pending - Submitted for Initial Review	IACUC	IACUC Incident Report Form			
	Expired	IACUC	IACUC Participant Amendment Form			

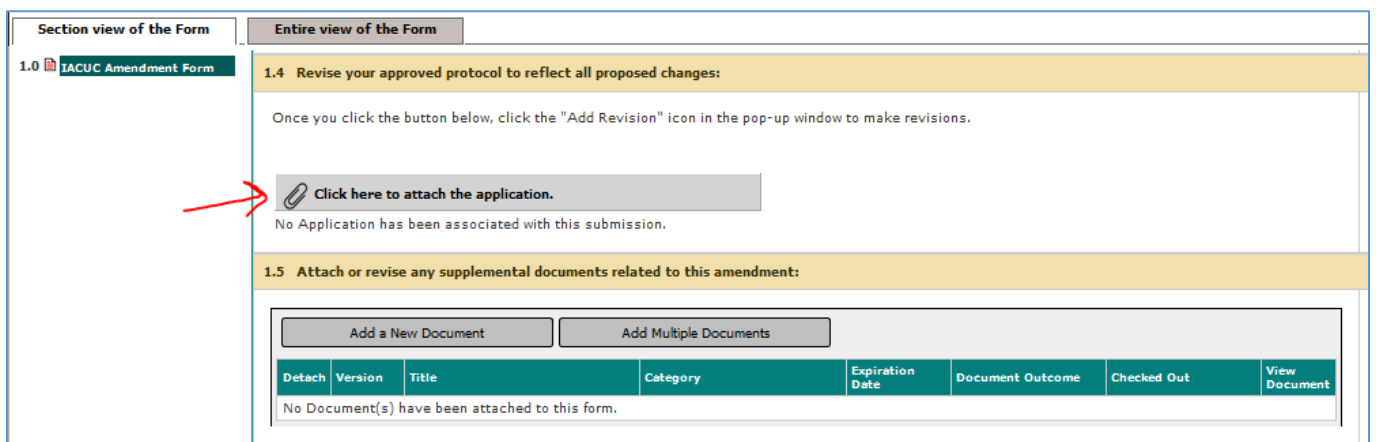
- 4) This navigates to the IACUC Amendment form. Complete section 1.2 and 1.3 to briefly summarize and provide a justification for all proposed changes. Note that the summary can be brief because you will more thoroughly revise your protocol form in a later question.



The screenshot shows the 'IACUC Amendment Form' in 'Section view of the Form'. The left sidebar shows '1.0 IACUC Amendment Form'. The main content area is divided into two sections:

- 1.2 Briefly summarize all proposed changes. You will more thoroughly revise your protocol form in a later question:** This section contains a rich text editor with a toolbar (Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Font Family: Verdana, Size: 11) and a large empty text area.
- 1.3 Provide a justification for all proposed changes:** This section also contains a rich text editor with a toolbar (Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Font Family: Font Family, Size: 12) and a large empty text area.

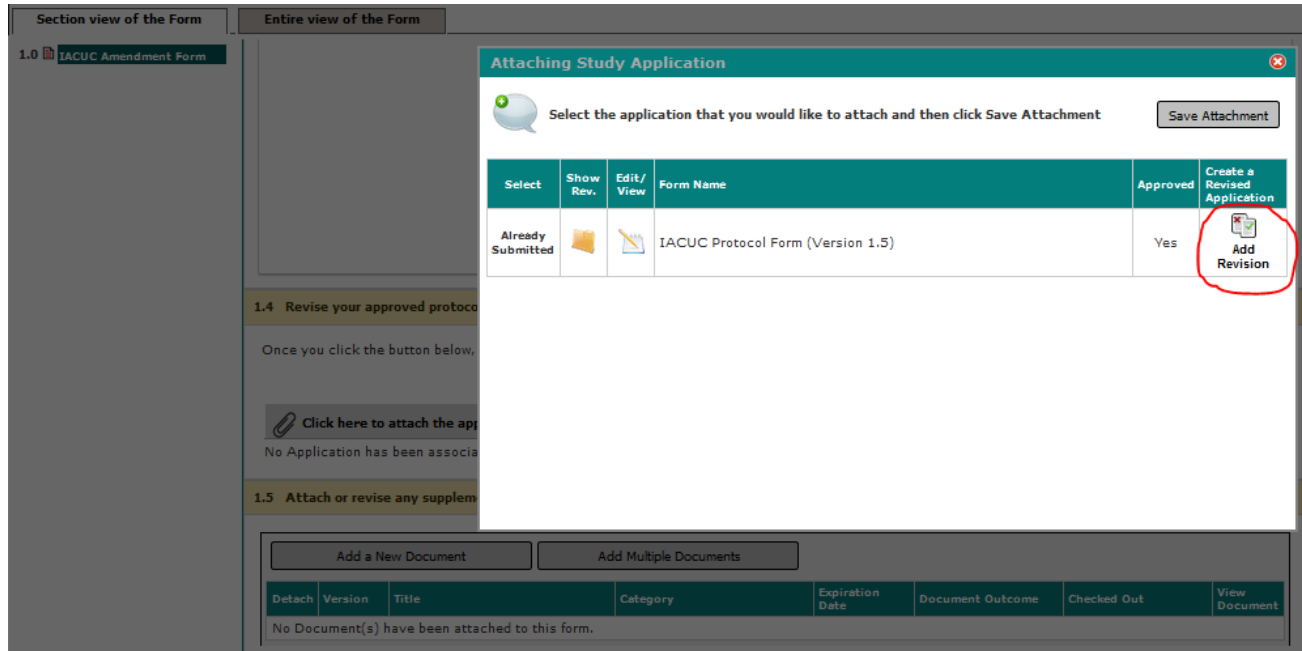
- 5) In order to complete the amendment revision, the protocol form itself **must** also be revised. To do this, press the “Click here to attach the application” button under section 1.4.



The screenshot shows the 'IACUC Amendment Form' in 'Section view of the Form'. The left sidebar shows '1.0 IACUC Amendment Form'. The main content area is divided into two sections:

- 1.4 Revise your approved protocol to reflect all proposed changes:** This section contains the text: "Once you click the button below, click the 'Add Revision' icon in the pop-up window to make revisions." Below this text is a button with a paperclip icon and the text "Click here to attach the application." A red arrow points to this button. Below the button, it says "No Application has been associated with this submission."
- 1.5 Attach or revise any supplemental documents related to this amendment:** This section contains two buttons: "Add a New Document" and "Add Multiple Documents". Below these buttons is a table with the following columns: Detach, Version, Title, Category, Expiration Date, Document Outcome, Checked Out, and View Document. The table is currently empty, with the text "No Document(s) have been attached to this form." below it.

- 6) In the pop-up window, click the “**Add Revision**” icon on the right and follow the onscreen prompts to enter an editable copy of the approved protocol.



The screenshot shows a software interface with a sidebar on the left and a main content area. A pop-up window titled "Attaching Study Application" is open. The sidebar has sections 1.0, 1.4, and 1.5. The main content area has a table with the following data:

Select	Show Rev.	Edit/View	Form Name	Approved	Create a Revised Application
Already Submitted			IACUC Protocol Form (Version 1.5)	Yes	Add Revision

The "Add Revision" icon in the last column is circled in red. Below the table are buttons for "Add a New Document" and "Add Multiple Documents". At the bottom, there is a table with columns: Detach, Version, Title, Category, Expiration Date, Document Outcome, Checked Out, and View Document. Below this table, it says "No Document(s) have been attached to this form."

- 7) Move through your protocol sections in order making sure to edit where appropriate to incorporate your proposed changes. Press “**Save Section**” often to preserve your work. Pressing “**Save and Continue to Next Section**” in the last section of the revised protocol form will take you back to the amendment form.
- 8) Confirm that your revised protocol has been attached in section 1.4. Then press “**Save and Continue to Next Section**” to access the “**Signoff and Submit**” screen.
- 9) If you are the PI, press the “**Signoff and Submit**” button and select “**Approve**” and click “**Save Signoff**” on the next screen. This will send the amendment packet to the Animal Program Office. If you are not the PI, you will press the “**Notify PI to Signoff**” button. This will send the amendment packet to the PI for signoff approval.