**Instructions for initiating a participant 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 Participant Amendment Form**” row.
4. This navigates to the IACUC Participant Amendment form.
5. Section 1.1 allows you to select current protocol participants for removal. To select a participant, press “**Add New Row**” and then select a name from the drop-down list of current participants under the “**Participant to be removed column**”.
6. Section 1.2 allows you to select participants for addition to the protocol. To select a participant, press “**Add Selected User**”. This will allow you to search for all participants currently in the system (Banner is used to populate the list of users).
7. To add more users, press “**Click here to add another entry**”.
8. For non-OSU participants, please contact the Animal Program Office in order to create a user account.
9. Pressing “**Save and Continue to Next Section**” once you have made all the desired removals and additions.
10. Press “**Save and Continue to Next Section**” to access the “**Signoff and Submit**” screen.
11. 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.