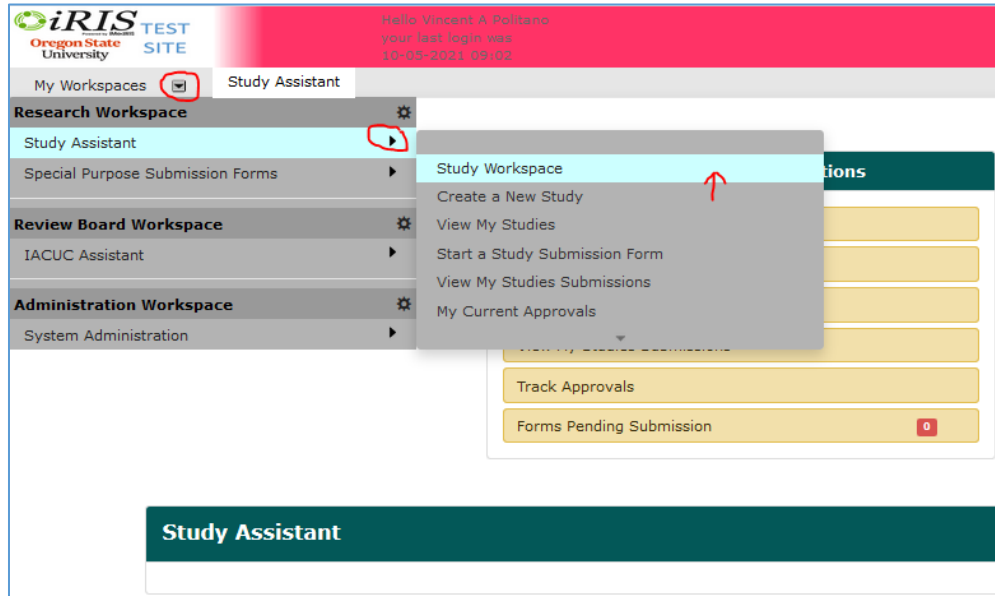
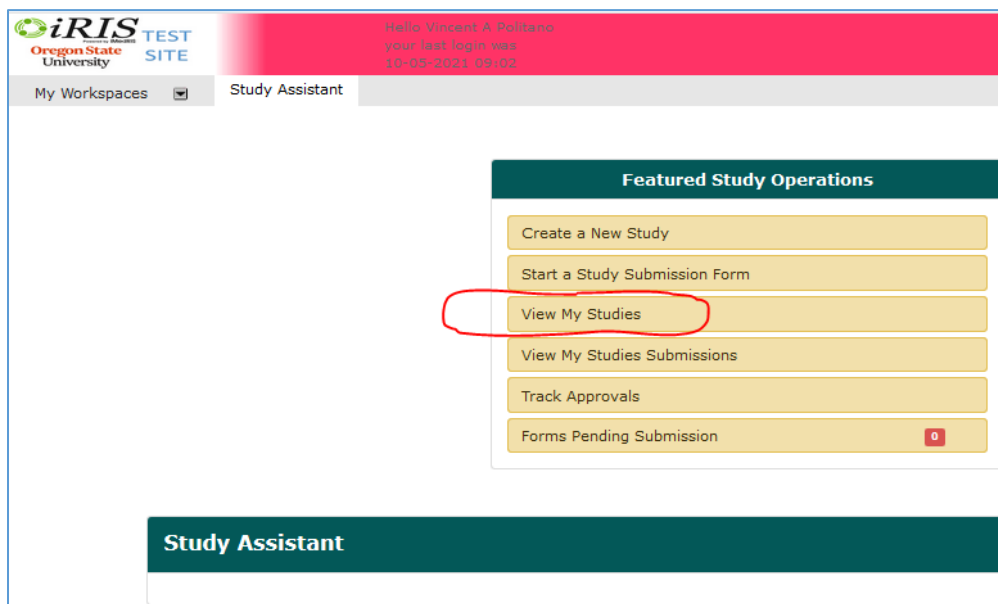


Instructions for initiating a participant amendment to an approved protocol

- 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 07/21/2024	Vince Test
	Expired	IACUC	IACUC-2021-0133	07/24/2021 07/25/2021	88 days before 3-year renewal
	IACUC - Approved	IACUC	IACUC-2021-0122	01/23/2024 01/24/2024	CFC Training - New Participant Amendment Submission
	Pending - Submitted for Initial Review	IACUC	IACUC-2021-0134		Copy of 28 days before 3-year renewal

IACUC Studies | Recently Used | Study Status

All | Draft | IACUC

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

Search for RB Number, Title, Alias Search

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 07/21/2024	Vince Test 7/22/2021	Politano, Vincent A	History	Items	Forms	Hide	Copy	Delete	Correspond
	Expired	IACUC	IACUC-2021-0133	07/24/2021 07/25/2021	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 01/24/2024	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		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 Participant Amendment Form” row.

IACUC Studies | Recently Used | Study Status

All | Draft | IACUC

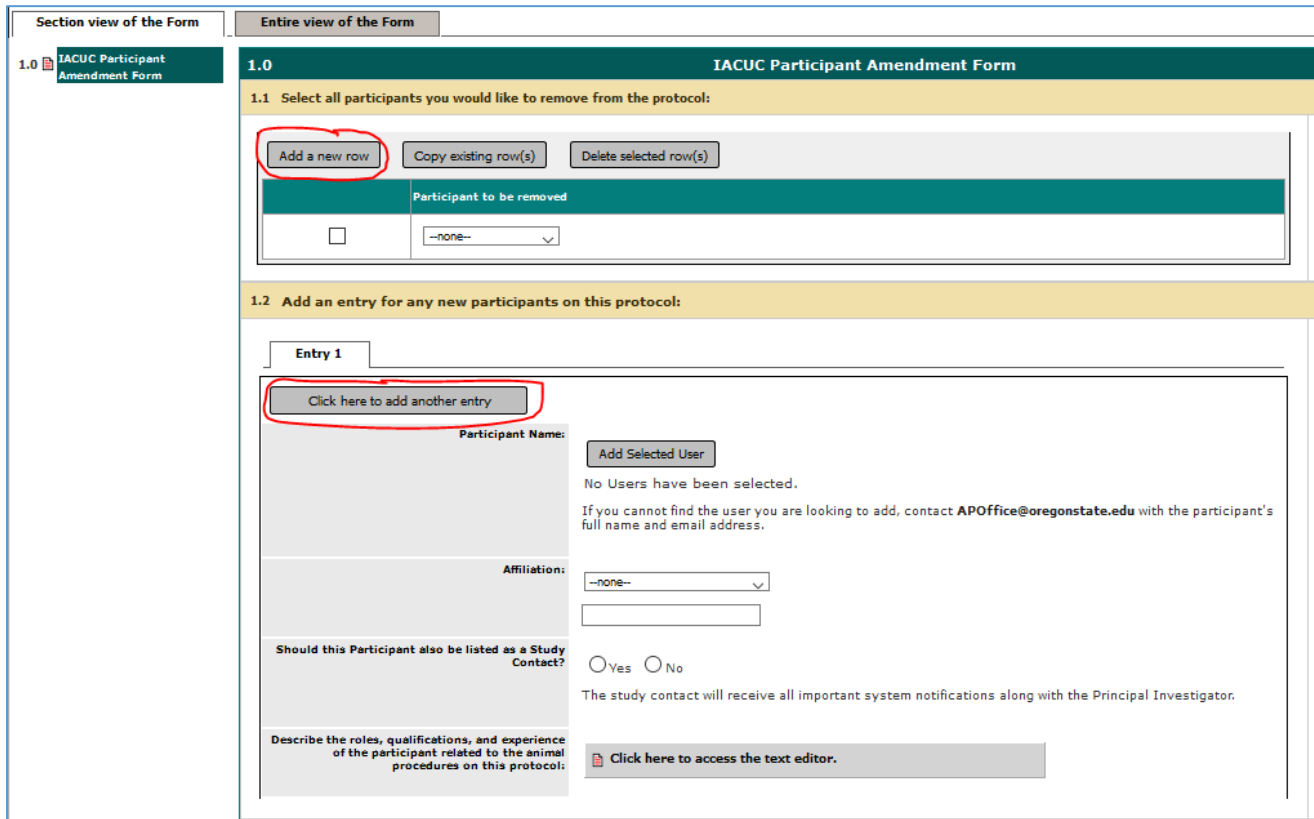
17 result(s) found... 1 - 17

Search for RB Number, Title, Alias Search

Submission Form List

FOR OFFICE USE ONLY	Version List	Start a new Submission	Edit Incomplete Submissions
IACUC Submission Forms			
IACUC Amendment Form			
IACUC Annual Report Form			
IACUC Incident Report Form			
IACUC Participant Amendment Form			

- 4) This navigates to the IACUC Participant Amendment form.
- Section 1.1 allows you to select current protocol participants for removal. Press **“Add New Row”** and select a name from the drop-down list of current participants under the **“Participant to be removed column”**.
 - Section 1.2 allows you to request the addition of new participants to the protocol. Press **“Add Selected User”** and search for the new participant by name. If you do not find the participant’s name in the directory, please email the APOffice@oregonstate.edu for assistance. For non-OSU participants, please contact the Animal Program Office in order to create a user account.
 - To add more than one new participant, press **“Click here to add another entry”**.



- 5) Once you have made all the desired removals and additions, press **“Save and Continue to Next Section”** to access the **“Signoff and Submit”** screen.
- 6) 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.