

## How to Create and Submit an Amendment

**Please Note:** ALL of the IACUC Forms have transitioned into our UVMClick online smartforms. The Amendment form has been retired and transitioned into an online smartform.

**NOTE:** There can be only ONE Amendment active at a time. As some of your changes may be quicker than others (ex: Key Personnel), it is wise to prioritize your amendments.

### How to prepare for this submission:

- Collect any supporting documents that pertain to the Amendment request
- Create any new team substance and procedures that pertain to the amendment request

### Create an Amendment

1. Navigate to the appropriate protocol and click on the name to open it. For details on this process see the user guide called “Searching for a Protocol or Submission”.
2. Click **Create Amendment**.

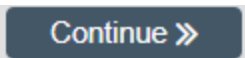
A dark blue rectangular button with the text "Create Amendment" in white.

**NOTE:** If you do not see the **Amendment button** that means there is an outstanding Amendment on this lab registration that has not yet been approved. It must go through the approval workflow process first before another Amendment can be started and submitted.

3. Answer all questions. Those with a red asterisk (\*) are required.

- Question #1 – Amendment short title – Can change or leave as-is
- Question #2 – Is this a new project with a new/additional funding source? – answer yes or no
- Questions #3 and #4 – are required – fill in as appropriate.
  - **Note:** When filling in question #3 “**Describe Changes**” this text will appear on the future approval letter. Please make sure to type the text carefully. It is meant as a brief overview.

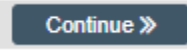
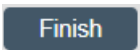
- Click Continue

A dark blue rectangular button with the text "Continue »" in white.

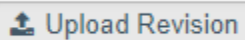
4. You are now presented with the current protocol smartform. Click Continue (way over on the right side of the screen) as you go through the smartform views to make your changes to the protocol.

Continue »

### IMPORTANT

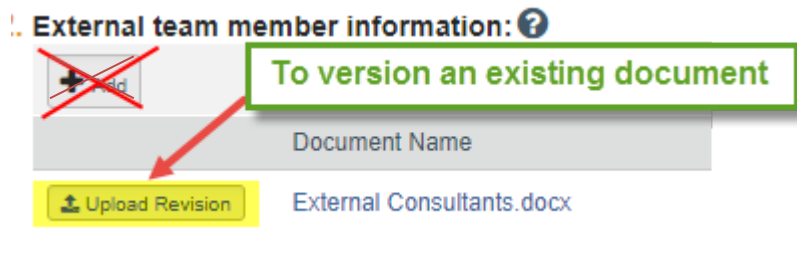
5. Complete all questions on the smartform views you are revising.
6. Make any and all changes directly to the Protocol screens that you noted in the “Describe Changes” text box. All changes MUST match what was described in the “Describe Changes” text box.
7. **Continue** to move through the pages by clicking  and  on the last page.

**! TIP :** If you want to REVISE a previously uploaded document, click the UPLOAD REVISION



button. **Not the +Add button.**

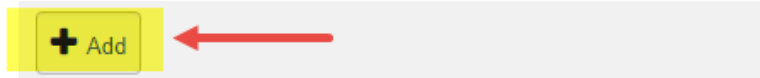
Example:



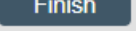
**! TIP :** If you want to ADD new materials, click the +Add button, not the Upload Revision button.

Example:

**1. Attach additional supporting documents: ?**



## Submit the Amendment to the IACUC Office for Processing

After exiting the online smartform by clicking  , the status of the Amendment submission will still display as “Pre-Submission” and will remain visible in your in-box until submitted to the IACUC Office for processing.

**REMEMBER:** Click the activity on the left that says “**Submit**”. If you do not see an activity called “Submit” that means that you are not designated as the PI or the Proxy.

### Submission Rules:

- Only the PI and any assigned Proxies have the authority to submit requests to the IACUC office. And therefore, they are the only ones who will have the “Submit” activity.
- Only the PI is able to assign a new Proxy. See the user guide called “[How to Assign A Proxy](#)” on the UVMClick-IACUC website.
- A Proxy must be a member of the study team membership list and have completed the required training.

Click the **Submit** activity

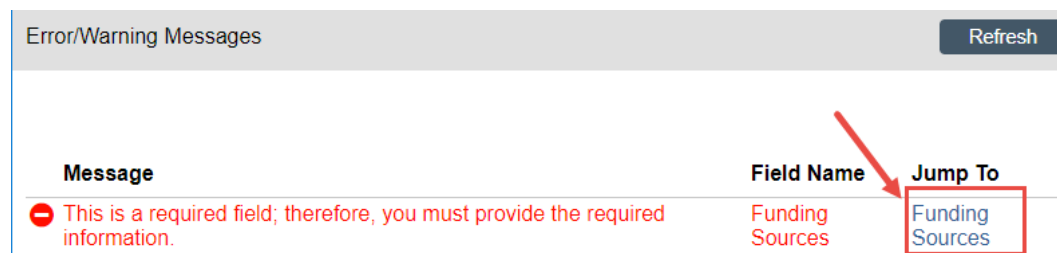
After clicking the **Submit** activity, certification text will appear.

1. Read the text
2. Add any optional comments or supporting documents
3. Click **OK**



If there are any required fields that you forgot to enter, the Submit process will display them.

You can use the pop-up to Jump To those particular screens quickly and enter the missing data.



Field Name	Jump To
Funding Sources	Funding Sources

**NOTE:** These Errors/Warning Messages only appear if a required field entry was missing.

Once submitted, the status of the Amendment is no longer “Pre-Submission”. It has changes to “Pre-Review” indicating it is in the hands of the IACUC Office for processing.

You will also note that the Amendment is now in View Mode and no longer in Edit mode.



The Amendment has now been submitted and removed from your “My Inbox.”

It now displays in the IACUC Office “My Inbox.”