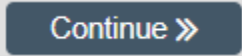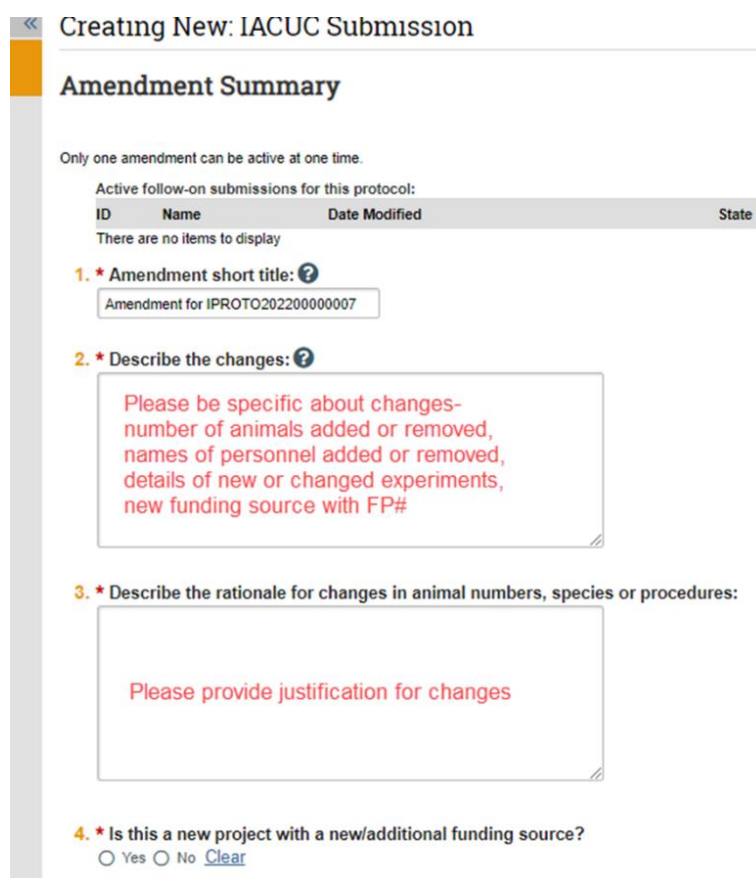# How Create and Submit an Amendment

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. Once in the approved protocol, click on "Create Amendment" on the left hand side of the screen:

   Create Amendment

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   Continue »

« Creating New: IACUC Submission

Amendment Summary

Only one amendment can be active at one time.

Active follow-on submissions for this protocol:

ID	Name	Date Modified	State
There are no items to display			

1. * Amendment short title: ❓

   Amendment for IPROTO202200000007
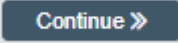
2. * Describe the changes: ❓

   Please be specific about changes-
   number of animals added or removed,
   names of personnel added or removed,
   details of new or changed experiments,
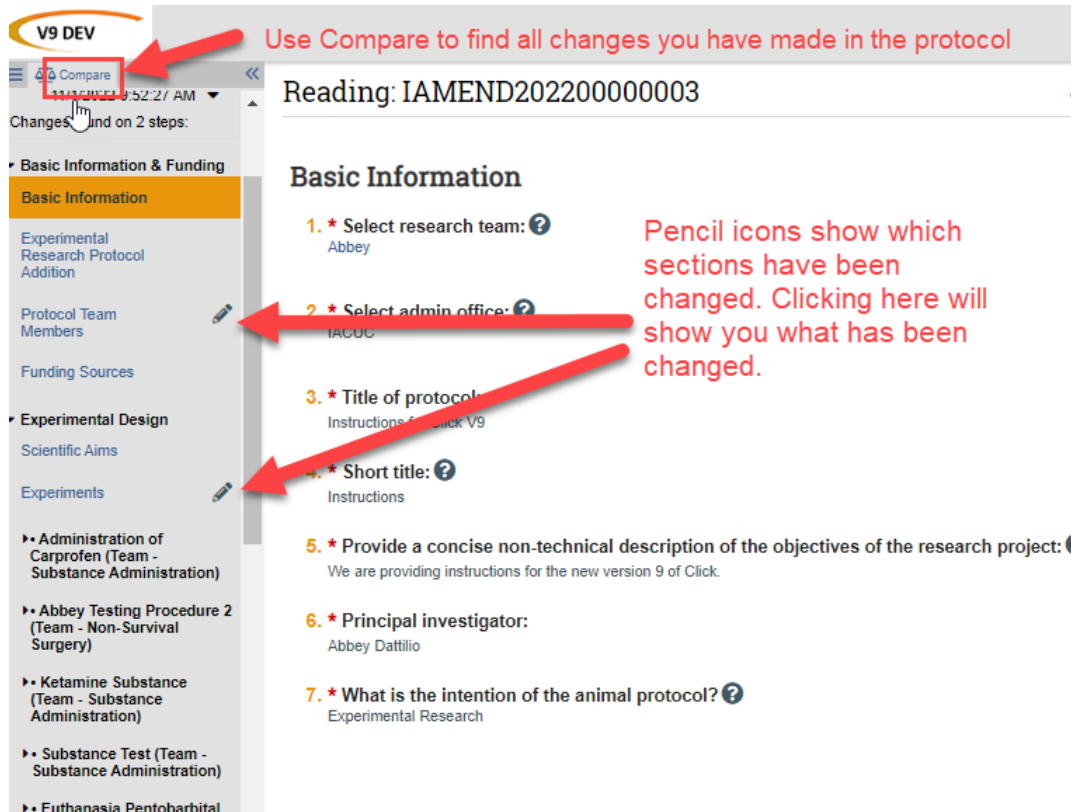   new funding source with FP#

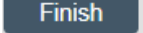3. * Describe the rationale for changes in animal numbers, species or procedures:

   Please provide justification for changes

4. * Is this a new project with a new/additional funding source?
   ◯ Yes ◯ No Clear

4. Go to the appropriate protocol smartform pages and make your modifications.

5. 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.

6. **Continue** to move through the pages by clicking [Continue »]

7. You can click on "Compare" on the top left hand side of the screen to see your changes made. You will notice the pencil icon next to the sections of the protocol you've made changes to. Clicking on the pencil icon will show you exactly what has been modified:

8. Once you have finished your changes, click [Finish] on the last page. 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.

a) Read the text
b) Add any optional comments or supporting documents
c) Click **OK**

d)

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.

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

9. Once this is done, the amendment moves to RPO and will be reviewed ("Pre-Review" is now shown on the upper left hand side of the screen):