

How to Create and Submit an Amendment

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

There can be only ONE Amendment active at a time. You cannot change the lab registration details at the same time as a key personnel change. It is wise to prioritize your amendments.

How to prepare for this submission:

Make readily available when applicable:

- BARD – Biological Agent Reference Document
- SOP – Standard Operating Procedures (with tracked changes)

Create an Amendment

1. Navigate to the appropriate lab registration and click on the name to open it. For details on this process see the user guide called “Searching for a Registration or Submission”.
2. Click **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 - Leave as-is
- Question #2 – Amendment Types – This selection is very important as it will drive which smartform views will be accessible.

2. * Amendment types:

- ☐ Significant (PI, purpose, materials, or classifications)
- ☐ Team and Funding Sources

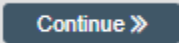
PI change or lab registration change

Study team Key Personnel or sponsor change

- 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.

- Click Continue 

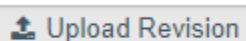
4. Click Continue (way over on the right side of the screen) as you go through the smartform views to make your changes to the lab registration. 

IMPORTANT

5. Complete all questions on the smartform views you are revising. Required questions will be prefixed with a red asterisk.
6. Make any and all changes directly to the Study screens that you noted in the “Describe Changes” text box.

Continue to move through the pages by clicking  and  on the last page.

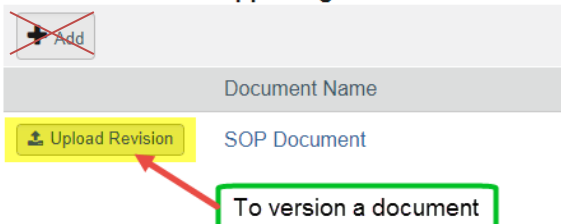
! TIP : If you want to REVISE a previously uploaded document, click the UPLOAD REVISION



button. Not the +Add button.

Example:

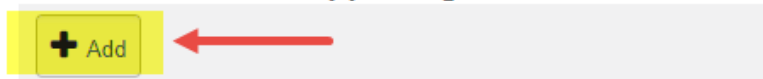
1. Attach additional supporting documents: ?



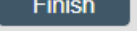
! TIP : If you want to ADD new materials, click the +Add button, not the Upload Revision button.

Example:

1. Attach additional supporting documents: ?



Submit the Amendment to the IBC Office for Processing

After exiting the online smartform by clicking  , the status of the submission will still display as “Pre-Submission” and will remain visible in your in-box until submitted to the IBC 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 IBC 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-IBC 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. Click the “I agree to the assurances above” checkbox (required)
3. Click **OK**



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

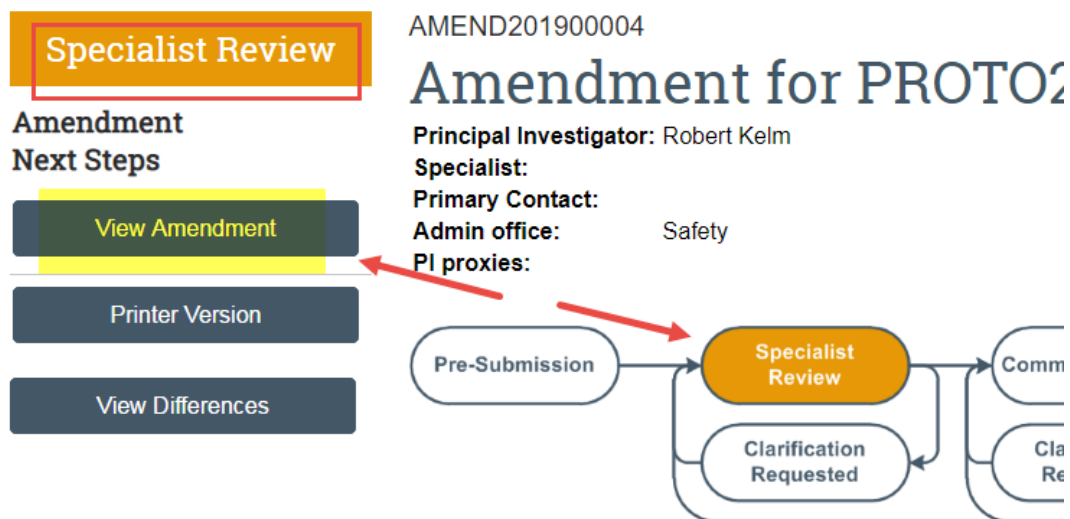
You can use the pop-up to Jump To those particular screens quickly and enter the missing data.

Error/Warning Messages			Refresh
Message	Field Name	Jump To	
 This is a required field; therefore, you must provide the required information.	Funding Sources	Funding Sources	

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

Once submitted, the status of the Amendment is no longer “Pre-Submission”. It has changes to “Specialist Review” indicating it is in the hands of the IBC 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 IBC Office “My Inbox.”