

How-To Series: Creating Funding Change Amendments to Protocols		
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There are multiple protocol funding options available. Follow the instructions below as applicable.

1. CERES:
 - a. Navigate to the study's homepage and click "Create Amendment" on the left side of the page.
 - b. Select "Funding Change" in 1.0.
 - c. Input the following in Box 2.0: "Updating study to include the CERES link that is finally available."
 - d. Click "Continue" and then click "Exit" or "Finish" on the Final Page of the amendment.
 - e. Once you're back on the main amendment homepage, click "Edit Modified Study" on the left.
 - f. Navigate to the "Funding Sources" section and change the current selection to the appropriate funding option available in the list (ex: NIH, DoD, or etc.), and then click "Continue."
 - g. On the next page that automatically opens, you will select "Yes" and this will prompt the CERES boxes to appear. Click on the dotted button for field 1.0 and search for the FP or AWD # associated with the award you wish to link to the study.
 - h. Click "save" or "continue" and then hit "exit."
 - i. Click "submit" on the left when you are back at the amendment's main workspace.
2. Affiliate Institutions (Lurie Children's Hospital, Shirley Riley Ability Lab, etc.)
 - a. Navigate to the study's homepage and click "Create Amendment" on the left side of the page.
 - b. Select "Funding Change" in 1.0.
 - c. Input the following in Box 2.0: "Updating affiliate institution funding information."
 - d. Click "Continue" and then click "Exit" or "Finish" on the Final Page of the amendment.
 - e. Once you're back on the main amendment homepage, click "Edit Modified Study" on the left.
 - f. Navigate to the "Funding Sources" section and change the current selection to the appropriate funding option available in the list [Lurie Children's Hospital (LCH) or Shirley Ryan AbilityLab (SRALab)], and then click "Continue."
 - g. On the next page that automatically opens, you will enter the LCH or SRALab chart string in Box 1.0.
 - h. Question 2.0 addresses whether the protocol is sponsored by a project (ex: grant, company contract, etc.).
 - a. Select "no" if it is not.
 - b. Select "yes" and fill in the fields that automatically appear with the sponsored project's information.

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- i. Click “save” or “continue” and then hit “exit.”
 - j. Click “submit” on the left when you are back at the amendment’s main workspace.
- 3. Department:
 - a. Navigate to the study’s homepage and click “Create Amendment” on the left side of the page.
 - b. Select “Funding Change” in 1.0.
 - c. Input the following in Box 2.0: “Updating study to include department chart string now that grant is expired.”
 - d. Click “Continue” and then click “Exit” or “Finish” on the Final Page of the amendment.
 - e. Once you’re back on the main amendment homepage, click “Edit Modified Study” on the left.
 - f. Navigate to the “Funding Sources” section and change the current selection to “Department,” and then click “Continue.”
 - g. On the next page that automatically opens, you will see two boxes where you are required to manually enter the department and the chart string.
 - h. Click “save” or “continue” and then hit “exit.”
 - i. Click “submit” on the left when you are back at the amendment’s main workspace.