Creating an Amendment in the eACUC system differs depending on what type of amendment you are submitting.

## Procedural Amendment

## Adding New Procedures to an Approved Protocol:

- If you are adding a brand new procedure to the protocol, begin by adding that procedure, including all substances used during the procedure, to the PI Library via the "Create Procedure" button (If you need to add new substances, add them before creating the procedure).



- After the procedure has been created and completed, navigate to the home page of the protocol you are amending. If you are amending multiple protocols, you will need to repeat this step for each protocol.
- Once on the homepage, click "Create Amendment" button on the left-hand side of the screen.

- This will bring up the "Amendment Request" screen, which is very similar to the old paper amendment form. Just click the type of change you want (in this case, it would be "Experimental Procedure Addition(s)/Removal(s)") and type in a brief summary of the proposed changes.

**Amendment Request**

- An amendment request includes two parts: the Amendment form and modifications to the Study form
- Only one amendment request is allowed at any given time, i.e: amendment 1 must be approved, denied or withdrawn before amendment 2 can be created

1.0   * **Type of change this amendment is making** (check all that apply):
- ☐ Fellowship/Salary Award
- ☐ Project Title Change
- ☐ Funding Change
- ☐ Species Replacement or Addition
- ☐ Change in Scope/Animals Numbers/Project Aims
- ☐ Experimental Procedure Addition(s)/Removal(s)
- ☐ Change in Laboratory Location
- ☐ Satellite Facility Request
- ☐ Personnel Change
- ☐ Other Changes

2.0   * **Description of Changes** - briefly summarize the changes:

- Click "Continue" when you have filled in the required information to see a summary of the requested changes. Click "Finish" to continue after that. Your amendment is now created, but you will need to add the new procedure to the protocol before submitting it to the IACUC for review.

- Back on the home page of the protocol you are amending, you will now see a "View Amendment Workspace" link under the "History" tab.



- Click the "View Amendment Workspace" link, then "Edit Modified Study" on the left-hand side (see below). This will allow you to add the new procedure on the "Experimental Groups" page and any other Sequence and Timing, animal number, or pain category information that will relate to the new procedure.

- After you have completed adding your new procedure, click "Save" and "Exit" to return to the main protocol homepage. Then click the "View Amendment Workspace" link one last time, and click the "Submit" button on the left-hand side to send the amendment to the IACUC for review:

## Amending an Existing, Approved Procedure:

If you are editing an existing procedure, you can begin the amendment one of two ways:

Editing Via the Procedure

1) Go to the procedure itself within the PI Library and click the "Amend Procedure" button on the left-hand side.



2) A pop-up box will appear asking which protocols you would like to amend. Click all that apply. It will also allow you to name the amended procedure, which is usually the procedure name then "2.0" – so this will essentially be version 2.0 of your original procedure.

3) After clicking "OK," go back to your procedures tab within the PI Library. Your Version 2.0 procedure will now exist, allowing you to edit what needs to be changed within the new procedure.

4) After you have edited the Version 2.0 procedure, navigate to the homepage of the protocol you are amending and click the "View Amendment Workspace" link under the "History" tab (pictured above on page 2). You can edit the Amendment Form via the "Edit Amendment" link and edit any information within the protocol via the "Edit Modified Study" link:
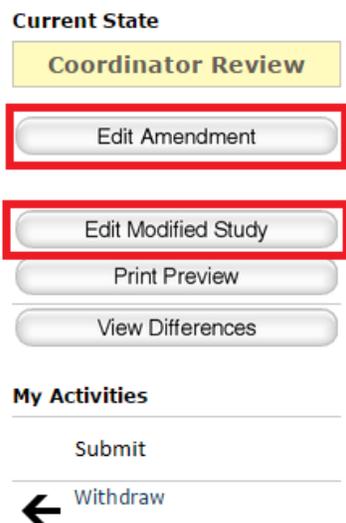
5) You will not need to replace your original procedure (Version 1.0) with Version 2.0 as this is done automatically since the amendment was started via the "Amend Procedure" button. You will need to click "Edit Modified Study" if your modified procedure changes anything else within the protocol (animal numbers, pain category, sequence and timing information, etc.). You will also need to attach the personnel who will perform the procedure on the "Define Procedure Personnel" page.

6) When the protocol has been edited to your satisfaction, click the "Submit" button within the "View Amendment Workspace" link. This sends the amendment to the IACUC for review.

Editing Via "Copy Procedure"

1) You can also copy the procedure you want to amend on your own and replace the original manually in the protocol. This method is used when amending more than one procedure per amendment.

2) Click on the procedure you want to amend, then click the "Copy Procedure" button:
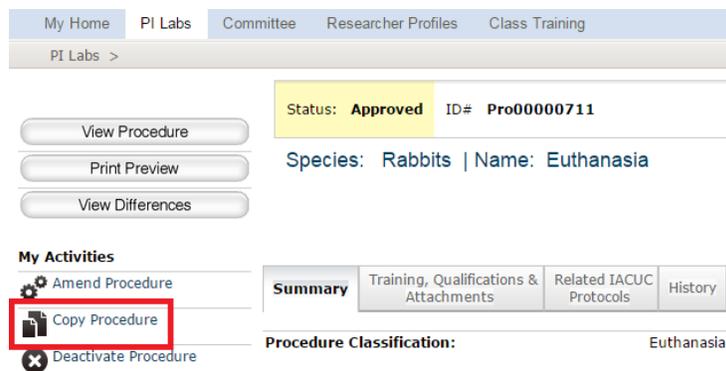


3) You will be able to name the copy whatever you like; usually the procedure name then "2.0" is handy for keeping versions in chronological order.

4) After the procedure is copied, you can edit the copy the same way as in the #3 instructions above.

5) Then follow the instructions above the same way until #5. Using this method, you WILL need to go inside the protocol via the "View Amendment Workspace" link, then the "Edit Modified Study" link. You'll then need to navigate to the "Experimental Groups" page and replace your original procedure(s) with the new, Version 2.0 procedures manually. You can also edit any pain category, sequence and timing, or other pertinent information at this time. You will also need to attach the personnel who will perform the procedure on the "Define Procedure Personnel" page.

6) After you are done editing the protocol, "Save" and "Exit," navigate back to the "View Amendment Workspace" link, then click the "Submit" button on the left-hand side to send the amendment to the IACUC for review.