

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

## Amendment to Protocol Form Only

- To edit information that exists solely in the eACUC protocol form (information that does not relate to substances administered to animals, animal procedures or protocol personnel information) start by navigating to the home page of the protocol you want to amend. After that, click the “Create Amendment” button on the left-hand side of the screen.

The screenshot shows the eACUC system interface. At the top, there are navigation tabs: My Home, PI Labs, Committee, Researcher Profiles, and Class Training. Below these is a breadcrumb trail: PI Labs >. The main content area is titled 'Current State' and shows a protocol with ID (IS00000945). The current state is 'Approved'. Below this, there are buttons for 'View IACUC Study', 'Print Preview', 'View Differences', and 'Create Amendment' (highlighted with a red box). To the right, there is a table with the following information:

PI:	
Date Modified:	1/20/2015 10:52 AM
Original Approval Date:	12/15/2014
Expiration Date:	12/14/2017

Below the table is a flowchart illustrating the review process. The steps are: Pre-Submission (with a sub-step Veterinarian Pre-Review), Coordinator Review (with a sub-step Changes Required), Designated Review, Coordinator Determination (with a sub-step Returned for Modifications), and Review Complete.

**My Activities**

- Then complete the Amendment Form, which indicates what type of amendment you are creating.

### 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- Only one amendment request is allowed at any given time, i.e: amendment 1 must be approved, denied or withdrawn before amendment 2 can be created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” after selecting the amendment type and describing the changes you are making to the protocol. Click “Finish” on the next page.
- After creating your amendment form and clicking “Finish,” you will see the amendment submission screen (It will say “Amendment XX for IACUC Study IS0000XXXX” at the top of the screen).
- If necessary, you can also navigate back to the main page of the protocol you are amending and click the “View Amendment Workspace” link underneath the “History” tab:

The screenshot shows the IACUC system interface. At the top, there are navigation tabs: My Home, PI Labs, Committee, Researcher Profiles, and Class Training. Below this is a breadcrumb trail: PI Labs >. The main content area is divided into two columns. The left column, titled 'Current State', shows a yellow box with the word 'Approved'. Below this are four buttons: 'View IACUC Study', 'Print Preview', and 'View Differences'. The right column displays a workflow diagram with nodes: Pre-Submission, Veterinarian Pre-Review, Coordinator Review, Changes Required, Designated Review, Coordinator Determination, Returned for Modifications, and Review Complete. Below the diagram is a 'History' tab, which is highlighted with a red box. Underneath the 'History' tab, there is an 'Activity' section with the text 'Amendment Opened' and a link 'View Amendment workspace' also highlighted with a red box.

- Then click “Edit Modified Study” on the left-hand side of the screen. This will allow you to edit the information on the protocol form you need to change. When you are done, simply click “Save” and “Exit,” navigate back to the “View Amendment Workspace” link and click on it, then click the “Submit” button on the left-hand side that will send the amendment to the IACUC for review.

The screenshot shows the IACUC system interface. At the top, there are navigation tabs: My Home, PI Labs, and Comm. Below this is a breadcrumb trail: PI Labs >. The main content area is divided into two columns. The left column, titled 'Current State', shows a yellow box with the word 'Approved'. Below this are five buttons: 'Edit Amendment', 'Edit Modified Study', 'Print Preview', and 'View Differences'. The right column is titled 'My Activities' and contains a 'Submit' button. Below the 'Submit' button is a 'Withdraw' button with a left-pointing arrow. The 'Edit Modified Study' button and the 'Submit' button are both highlighted with red boxes.