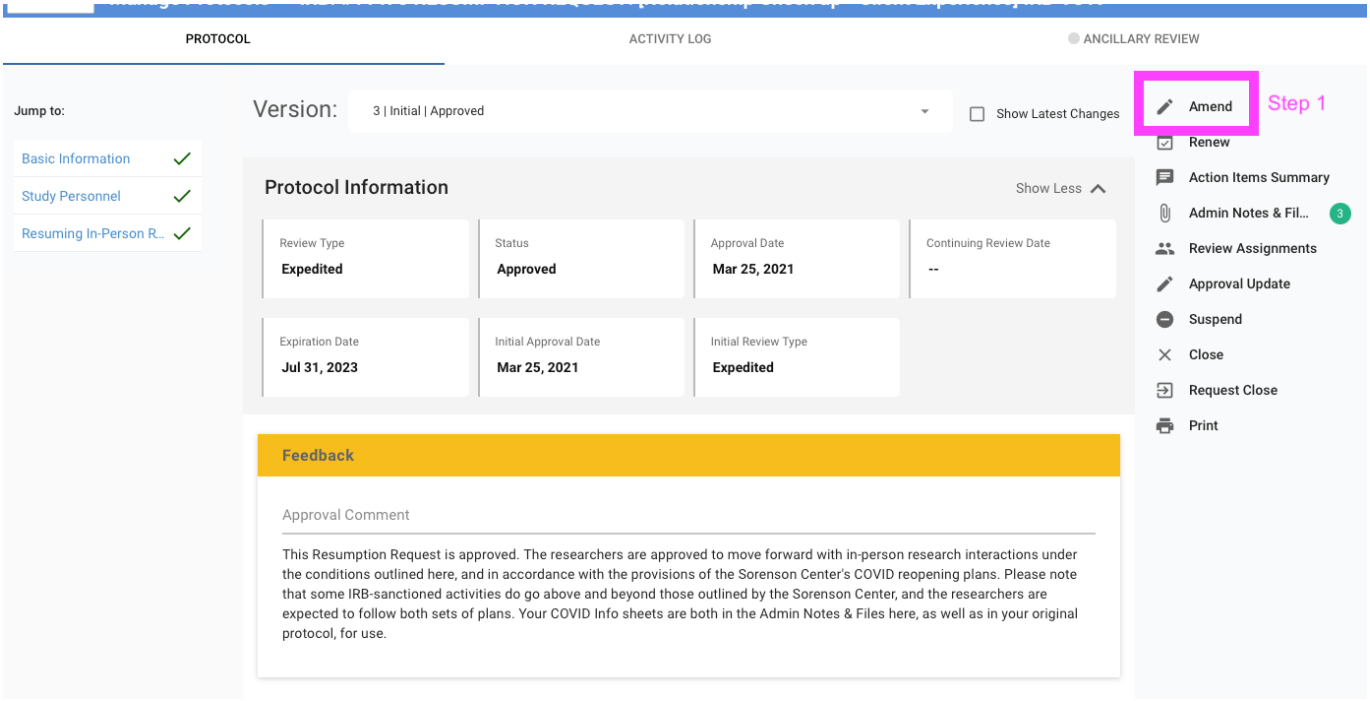
Step 1:

Open the protocol that requires an amendment. On the right side of your screen, there are two important menu items you will need: “Amend” and “Admin Notes & Files.” Start by selecting “Amend,” which also has a little pencil icon and is identified by the pink box in this image:



Step 2:

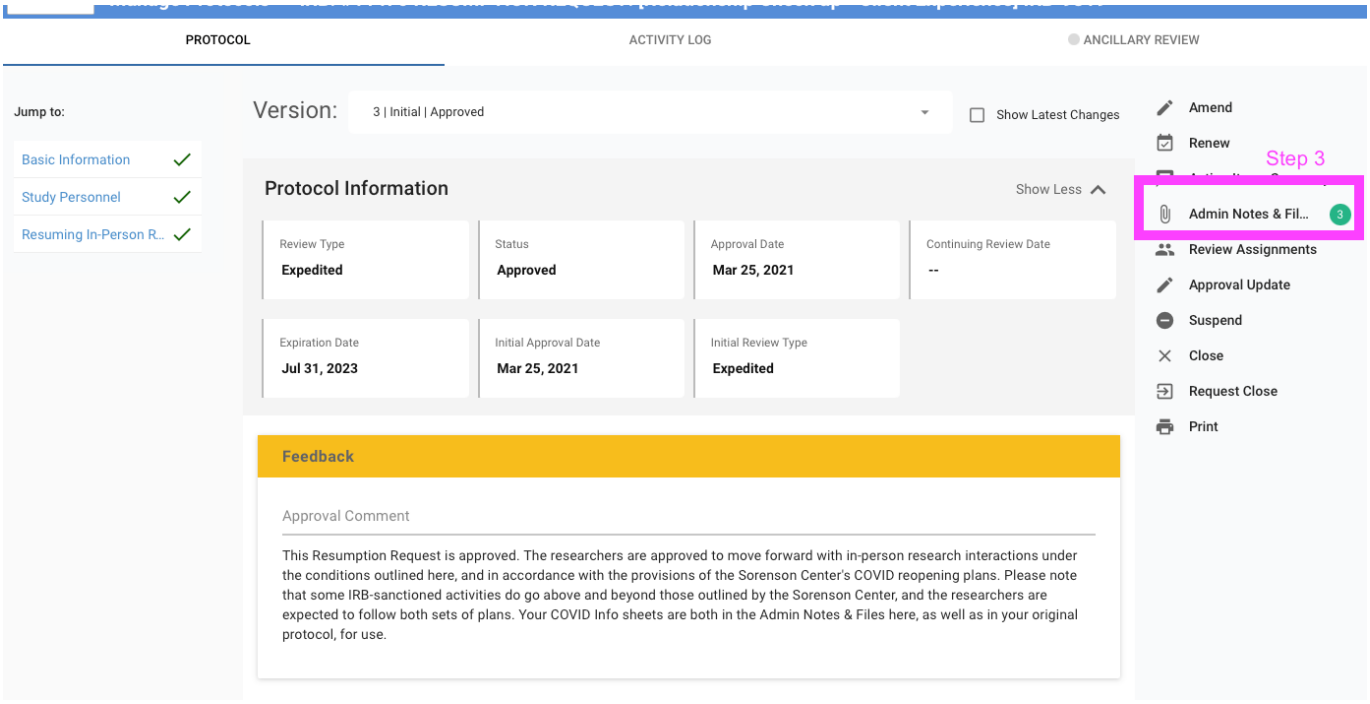
A new section will appear in your protocol, titled “Amendment.” Review the instructions; they contain information critical to the amendment process. Two items that are often missed that will result in an amendment being denied without further review are:

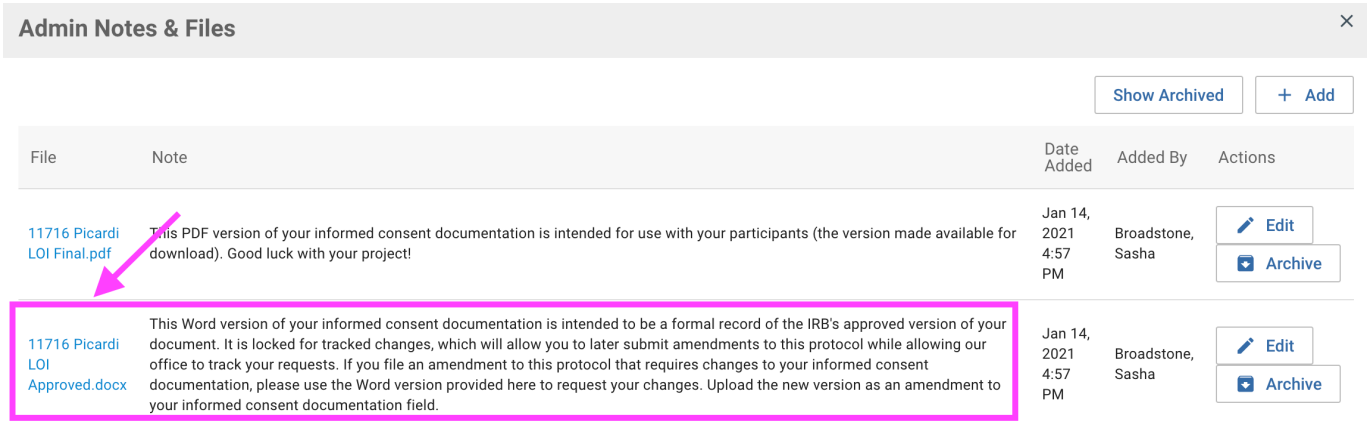
1) The *actual fields within the protocol must be amended*. It is not sufficient to describe your amendment at the top and submit; you must make the changes you are requesting to all fields where the change is relevant.
2) If your informed consent documentation requires an update, you *must use the approved versions located in Admin Notes & Files* to request those changes. Using an unapproved version to request changes will result in automatic denial of the amendment.

Once you have described your amendment in the new Amendment section, continue scrolling down to access your approved protocol. All of the fields will be open and editable. Make all of the edits necessary. Please review your protocol for consistency.

Step 3:

If your proposed amendment requires any edits to your informed consent documentation, you must upload a tracked changes version in your Informed Consent uploads. Access your approved documentation in Admin Notes & Files:





Use that document (which you should already be using!) to make the required changes, and upload it directly into your protocol, in the *Informed Consent* section.

Then, submit your amendment!