

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

Personnel Amendment

- You must first add new personnel to the PI Library, just like a substance or procedure.
- Click “Edit Lab Members” within the PI Library, then click “Add” in the pop-up and type the personnel name.
- You may attach the procedures performed by that person at that time at the time of addition to the lab or via the “Update” button.

- After clicking “OK,” the new personnel will be in the PI Library. Or, you may click “OK and Add Another” to add multiple personnel.
- Once all desired personnel are added, click “OK” at the bottom of the personnel pop up below the PI Proxy list (*See page 2 for more information on Lab Editors and PI Proxies*).
- Next, click the “Create Personnel Amendment(s)” link below “Edit Lab Members.” You will then see a text box called “Requested Personnel Changes” where you can add a brief description of the amendment (“Adding John Smith to protocol(s) XXXX, performing procedures XXXX.”) Then simply click the boxes next to the protocols you are adding the personnel to under the “Studies to Amend” heading.
- Then, navigate to the home page of the protocol you are amending (if you are amending multiple protocols at once, you will need to complete this step for each protocol), and click on the “View Amendment Workspace” link under the History tab:

- This will take you to the home page for the amendment, where you may edit the amendment form itself via the “Edit Amendment” link on the left-hand side (this allows you to edit the written summary and/or type of change the amendment is making), or edit the protocol via the “Edit Modified Study” link, also on the left-hand side:

My Home	PI Labs	Committee	Researcher Profiles	Class Training
-------------------------	-------------------------	---------------------------	-------------------------------------	--------------------------------

[PI Labs >](#)

Current State

Edit Amendment

Edit Modified Study

Print Preview

View Differences

Amendment : Amendment 4 for IACUC Study #IS00000468

PI:

Amendment #: IS00000468_IM4

Date Created: 1/15/2015 3:56 PM

Written Summary:

Type of change this amendment is making:

Adding John Smith to protocol IS00000XXX, who will perform Euthanasia and Breeding procedures.

My Activities

Submit

← Withdraw

History [Reviewer Notes](#) [Reviewers](#) [Attachments](#)

Activity

Submitted Amendment

Created Amendment

- Before hitting the “Submit” button to send the amendment to the IACUC for review, click “Edit Modified Study” and navigate to the “Define Procedure Personnel” page within the protocol. There you can attach the new personnel to the procedures he or she will be performing, which will finally bring the new personnel into the protocol and the amendment.

PI Proxies and Lab Editors:

Adding brand new lab members as Editors and PI Proxies:

Lab Editors:

Lab editors can edit and create substances and procedures in the PI Library. After you click “Edit Lab Members” and “Add” a new person, click “OK” at the bottom of the screen to confirm the addition. Then click “Edit Lab Members” again, and you can add the new person to the Lab Editor list. This process is instantaneous, unlike adding a PI Proxy.

PI Proxies:

PI Proxies can edit and create protocols, and submit amendments on the PI’s behalf. After you click “Edit Lab Members” and “Add” a new person, click “OK” at the bottom of the screen to confirm the addition. Then click “Edit Lab Members” again, and you can add the new person to the PI Proxy list. This will automatically populate anyone within this list as a PI Proxy on **NEW** protocols. If you want lab members to be included as a PI Proxy on **PREVIOUSLY APPROVED** protocols, you must add them to the PI Proxy list on the “Study Personnel” page toward the end of the protocol:

PI Proxies: (These people will be able to edit, submit, and withdraw this protocol.)

<input type="text"/>	<input type="button" value="Add"/>
Name	Title
Jesse Funk	PAM Coordinator
	<input type="button" value="Remove"/>

Complete this step before you submit the amendment, using the “Edit Modified Study” button as pictured in the red box in the image on page 2.

Adding existing lab members as Editors and PI Proxies:

Lab Editors:

Click “Edit Lab Members” in the PI Library. In the search bar under “2. Indicate lab editors,” start typing in the name of the personnel you wish to add. When their name pops up, select it. Click “OK” at the bottom of the screen to add the lab editor.

Manage:

2. Indicate lab editors (lab members that will be able to add, edit, or delete members or substances). Before they can be selected here, they need to be added as 'lab members' above, and click 'OK' to save. Thereafter you will be able to add them here:

<input type="text" value="jesse"/>	<input type="button" value="Add"/>
<input type="button" value="Last"/> <input type="button" value="First"/> <input type="button" value="Middle"/> <input type="button" value="Organization"/>	
Funk <u>Jesse</u>	Northwestern University
ator	<input type="button" value="Remove"/>

PI Proxies:

PI Proxies require an amendment to be added to previously-approved protocols. Click “Edit Lab Members” in the PI Library. In the search bar under “4. PI Proxies,” start typing in the name of the personnel you wish to add. When their name pops up, select it. Click “OK” at the bottom of the screen to add the PI Proxy.

Manage:

Edit Lab Members

Create Personnel Amendment(s)

Batch Amend Procedures or Substances

Create Substance

Create Procedure

Create IACUC Study

4. PI Proxies: This is the default set of people that will be able to edit, submit, and withdraw protocols in this lab. Others can be added on a per-protocol basis. Before they can be selected here, they need to be added as 'lab members' above, and click 'OK' to save. Thereafter you will be able to add them here:

Search	Add
iesse	
Last First Middle Organization	
Funk Jesse Northwestern University	Remove

To create and submit the amendment to add the PI Proxy to a protocol, click “Create Personnel Amendment(s).” Select the protocols you will be adding the Proxy to, and provide a brief description (“Adding Jane Doe as PI Proxy for protocol IS0000XXXX.”).

After the amendment is created, navigate to the amendment workspace, click “Edit Modified Study,” jump to the “Study Personnel” page, and add the PI Proxy to the list:

PI Proxies: (These people will be able to edit, submit, and withdraw this protocol.)

Search	Add
Name	Title
Jesse Funk	PAM Coordinator
	Remove

A

After that, click “Save” and then “Exit,” and you can submit the protocol. As long as all training has been completed, this will be approved within 48 hours.

IF LAB PERSONNEL DOES NOT APPEAR ON THE PI PROXY LIST ON THE STUDY PERSONNEL PAGE WITHIN THE PROTOCOL, THEY WILL NOT BE ABLE TO EDIT THE PROTOCOL.