

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 is a navigation bar with links: My Home, PI Labs, Committee, Researcher Profiles, and Class Training. Below this is a sub-header 'PI Labs >'. The main content area is divided into two columns. The left column, titled 'Current State', contains a yellow 'Approved' button and four other buttons: 'View IACUC Study', 'Print Preview', 'View Differences', and 'Create Amendment'. The 'Create Amendment' button is highlighted with a red rectangular border. The right column displays protocol information: 'PI: (IS00000945)', 'Date Modified: 1/20/2015 10:52 AM', 'Original Approval Date: 12/15/2014', and 'Expiration Date: 12/14/2017'. Below this information is a flowchart illustrating the review process: Pre-Submission leads to Coordinator Review, which leads to Designated Review. From Designated Review, the process can go to Coordinator Determination, then to Review Complete, or back to Pre-Submission via a dashed line. Another path from Designated Review goes to Changes Required, which then leads back to Pre-Submission. A third path from Designated Review goes to Returned for Modifications, which then leads back to Coordinator Determination.

- 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- Only one amendment request is allowed at any given time, i.e: amendment 1 must be approved, denied or withdrawn before amendment 2 can be created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:

A large, empty rectangular text box with a thin border, intended for the user to provide a brief summary of the changes being requested.

- 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:

My Home PI Labs Committee Researcher Profiles Class Training

PI Labs >

Current State

Approved

View IACUC Study

Print Preview

View Differences

My Activities

Copy Submission

Withdraw

History Attachments Reviewer Notes Amendments Reviewers

Activity

Amendment Opened

View Amendment workspace

Workflow Diagram:

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graph LR
    PreSubmission[Pre-Submission] --> CoordinatorReview[Coordinator Review]
    CoordinatorReview --> DesignatedReview[Designated Review]
    DesignatedReview --> CoordinatorDetermination[Coordinator Determination]
    CoordinatorDetermination --> ReviewComplete[Review Complete]
    ReviewComplete --> ReturnedForModifications[Returned for Modifications]
    ReturnedForModifications --> CoordinatorDetermination
    CoordinatorDetermination --> ChangesRequired[Changes Required]
    ChangesRequired --> CoordinatorReview
    CoordinatorReview --> VeterinarianPreReview[Veterinarian Pre-Review]
    VeterinarianPreReview --> PreSubmission
  
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- 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.

My Home PI Labs Comm

PI Labs >

Current State

Approved

Edit Amendment

Edit Modified Study

Print Preview

View Differences

My Activities

Submit

Withdraw