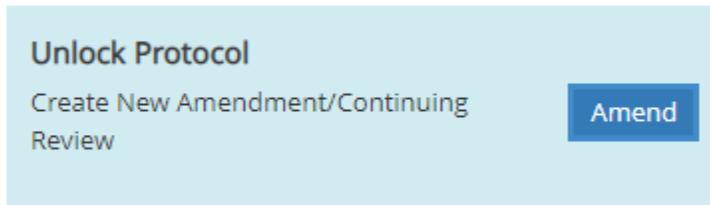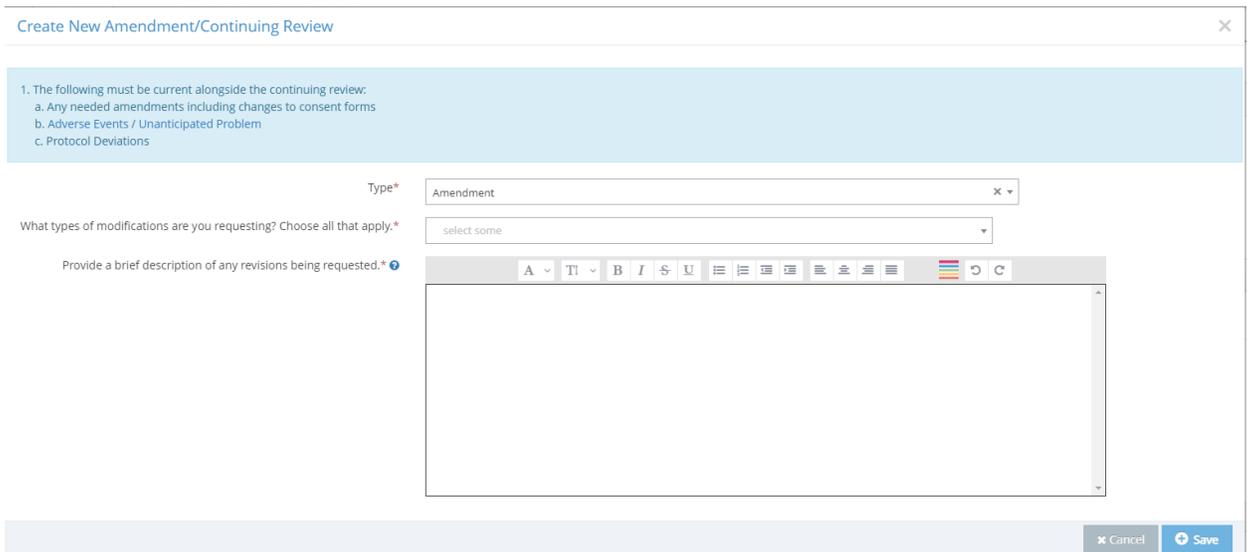# Creating an Amendment

1. At the top of the protocol application, click on the **Amend** button at the top left of the protocol application.

2. A modal will pop up where you'll:
   a. select '**Amendment**' and then indicate the type(s) of modifications you are making.
   b. In the notes section describe the changes you wish to make.
   c. Click **Save** to continue.

3. A new version of the protocol application has been created.
4. **Make changes directly to the protocol.** You can update research procedures, recruitment methods, upload new consent documents or add/delete research team members. The previously approved version of the protocol has been saved and can be accessed (for reference) in the Requirements panel.

5. Once all of the changes are made, click "REVIEW AND SUBMIT" at the bottom of the screen.