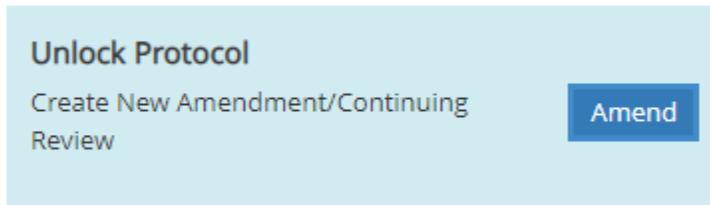
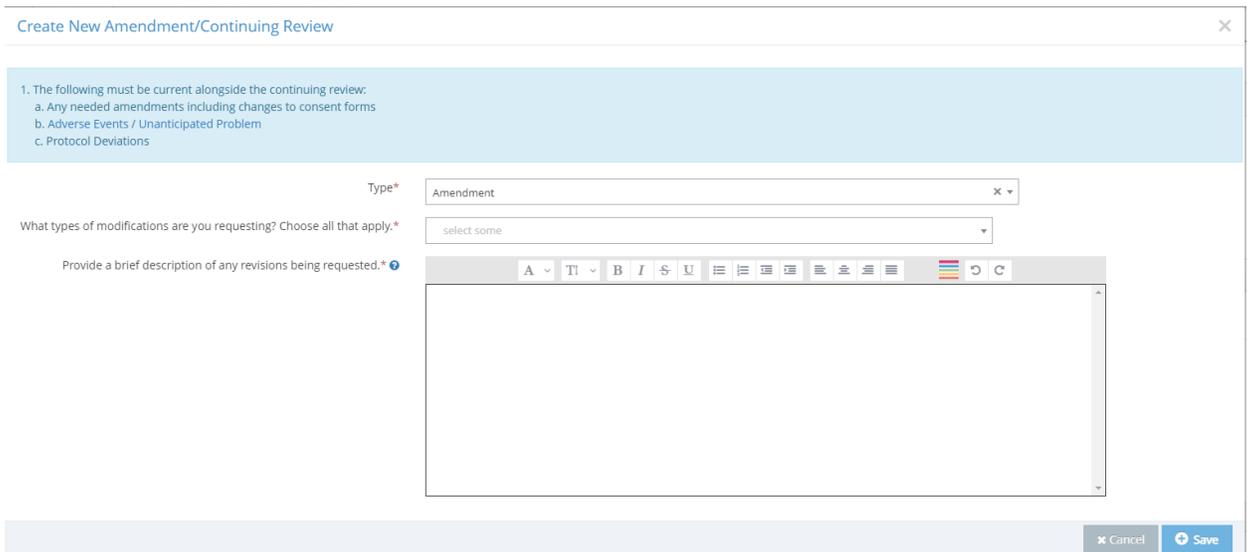


Creating an Amendment

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.

A screenshot of a web application modal titled "Create New Amendment/Continuing Review". The modal has a light blue header with the title and a close button (X). Below the header, there is a list of instructions: "1. The following must be current alongside the continuing review. a. Any needed amendments including changes to consent forms b. Adverse Events / Unanticipated Problem c. Protocol Deviations". The main form area contains a "Type*" dropdown menu with "Amendment" selected. Below it is a question "What types of modifications are you requesting? Choose all that apply.*" with a "select some" dropdown. Underneath is a text area with a rich text editor toolbar (including A, T, B, I, S, U, and other icons) and a large empty text box for providing a description. At the bottom right of the modal, there are "Cancel" and "Save" buttons.

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.

