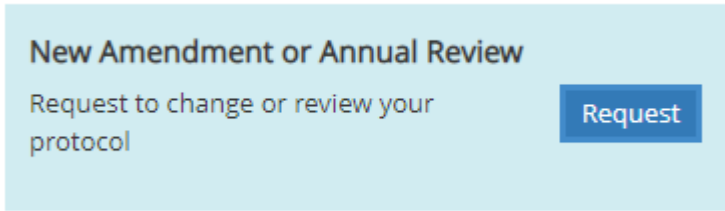


# Creating an Amendment for an IBC protocol

## 1. Open Protocol and Request New Amendment or Annual Review



## 2. Select Type in the pulldown menu

Create New Amendment/Annual Review

This form is to be used for MINOR CHANGES Only. If your proposed changes do not fit into one of the categories listed above a new protocol application may be necessary. Please contact the IBC Office at 231-8908 if you have questions.

Type\*

What types of modifications are you requesting? Choose all that apply.\*

Provide a brief description of any revisions being requested.\*

A T I B I U [List Icons] [Color Picker] [Undo] [Redo]

add Joe Smith to protocol  
Add Research 1 Room 130 - will be doing cell culture here

- **Amendment**
  - A change requested to the protocol anytime
- **Annual Review**
  - Selected once a year on the anniversary of your approval
  - Select this if there are no changes at Annual review
- **Annual Review with Amendment**
  - Select if there are minor changes at Annual review

## 3. Select Type(s) of Modifications

## 4. Add description of change(s) in box provided

## 5. SAVE

6. Once the Amendment is saved, the protocol will be unlocked for changes

7. Changes must be made within the protocol

### Personnel Change

- Select “Research team” from the left panel



### Lab Location Change

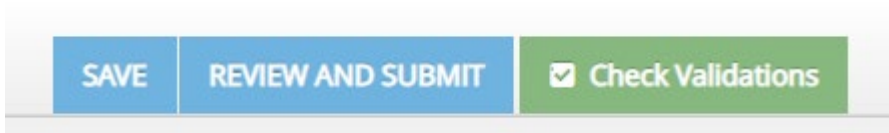
- Select “Project Information” from left panel



### Method or Procedure Change

- Make changes in appropriate section of protocol

8. Once all information is added. Review and Submit.



9. Attestation Required - Continue

10. Review for accuracy in this side by side comparison.

Two options:

- Continue Editing
- Confirm and Submit

IBC Protocol Comparison View

[← Go back to current record](#)

Your changes have been saved but THIS RECORD HAS NOT YET BEEN SUBMITTED FOR APPROVAL.  
Please review your changes from the previous submitted version, reflected below. If you need to make additional modifications, go back to input those changes before submitting. Otherwise, please confirm your submission.

CONTINUE EDITING

CONFIRM AND SUBMIT

11. Once Submitted you will see this box

✓ Application saved and submitted for approval: 10/19/2022 9:44 AM

12. Verify submission in the “Requirements” panel on the left

- Ready for review by IBC Admin

IBC Review Pending ⓘ

IBC Admin Processing

Ready