

Amendments



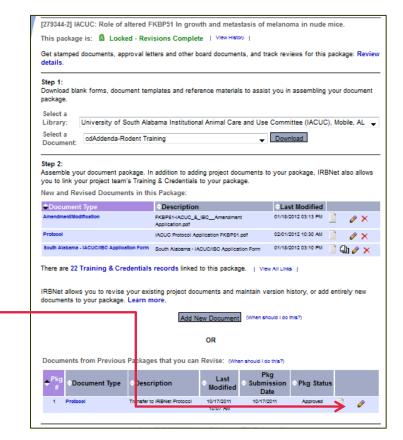
Important Note:

- Each oversight committee may have slightly varying requirements on what they expect in the documentation described below. If unsure, please contact your ORCA support personnel (see webpage for assistance).
- Every amendment is independent from another. For example, to add or remove personnel to all active projects, a separate amendment must be made to each Project individually. No longer can an amendment list all protocols and the requested change. One Project per amendment.
- Failure to follow this process will result in a delay when processing your amendments.

Making an Amendment:

- 1. Click the title of the desired Project.
- 2. Create New Package.
- Complete and upload the Amendment
 Form. On this form, you are REQUIRED to
 indicate where information was changed.
 Specify the document (if necessary),
 section, and what information is being
 amended.
- 4. Make the described changes to ALL forms which contain the information being revised or corrected. If these changes involve the Online Document (IRB Application Part A or IACUC/IBC Application Form) be sure to revise this document via the Pencil icon in the table
- near the bottom of the Designer page.5. Ensure that ALL Training is linked and valid.
- 6. Select "Sign Package". Endorse as needed.
- 7. Select "Submit Package", choosing the appropriate committee.

If unsure, please reference the IRBNet Guides or ask for help, see below:



Please reference the guides on the webpage below and your respective committee's webpage for assistance. If additional needs exist, please contact the appropriate personnel below:

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