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.
3. 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.
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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