Submitting an amendment

From the Applications section of your personal folder, click on the Approved tab to display a list of active studies. Then, click on the name of the study to view more detail. Click the New Amendment icon.

- Note: Amendments can be submitted on approved studies only. Only one amendment can be in process at a time for each study.

Complete all required fields* of the Amendment Request Form.

Note: On the screen titled, Summary of Amendment Changes, you must select the “Click Here to Continue” button to go directly to the pages of the currently approved application relevant to your amendment request. You may then edit information as needed. Once your amendment request has been submitted, the changes you have made will be visible to the CHR for review purposes.

Please note that you do not need to click FINISH on this page. If you do, you will return to the study workspace without having made the needed changes to the application. Instead, be sure to use the Click here to continue link below to make your changes. If you select Finish and you have not made changes to the application, you must select Edit Amendment Form to return to the form.

Once you have completed the requested information, select the Submit activity. Click OK on the Submit Amendment Activity page. The system will validate the submission for errors.

- Note: To track the progress of an amendment, go to My Home and click on the In Progress tab. Once the amendment is reviewed and approved, an email notification will be sent to the study team.