

The Amendments functionality allows you to make changes to a currently approved protocol.

1. Click on **All Protocols** link:

[All Protocols](#) | [Pending Protocols](#) | [Pending PI Action](#)

2. The list of protocols that are already approved displays. Select the protocol you wish to work with:

Protocol Number	Title	Status	Approval Date	Expiration Date
0901004565	Research Participant Perception of Care Project 1	Submitted to IRB		
0901004564A001	Research Participant Perception of Care Project 1	Amendment in Progress	2009/01/20	2010/01/19
0901004564	Research Participant Perception of Care Project 1	Active - Open to Enrollment	2009/01/20	2010/01/19
0901004563	Research Participant Perception of Care Project 1	Pending in Progress		
0901004562	Research Participant Perception of Care Project 1	Active - Open to Enrollment	2009/01/20	2010/01/19

3. Click on **New Amendment**.

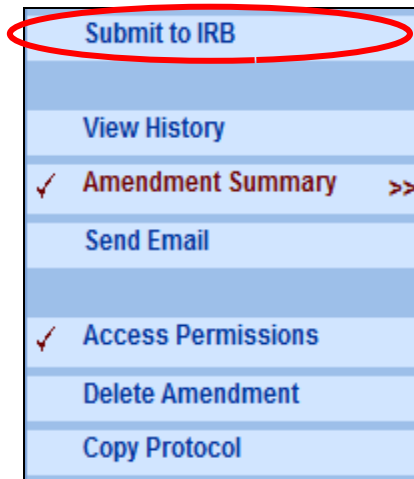


4. The **Amendment Summary** screen displays.

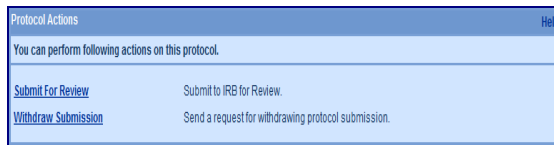
5. Enter a summary of the Amendment in the box provided. Click on all the applicable checkboxes for the types of information being changed. Click **Save**.

6. To change the information in the protocol record, click on the corresponding tab in the column on the left-hand side. The window for the tab chosen will open, allowing for selection and/or entry of the information to be added or removed. Click **Save** when complete.

- Click **Submit to IRB** to submit your request to the Yale IRB for formal review.



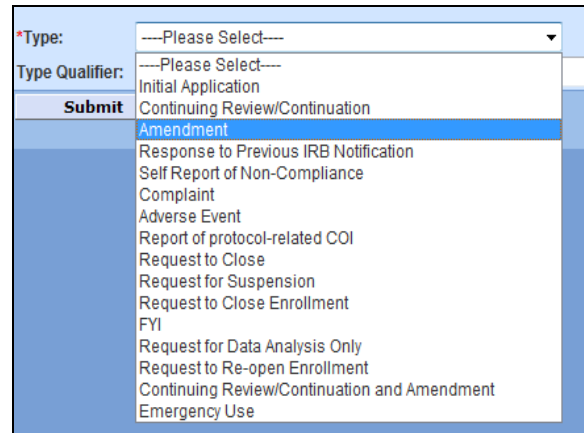
The **Protocol Actions** screen displays:



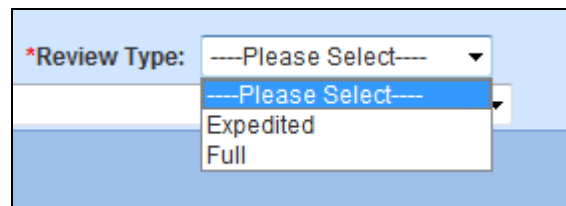
- Click on the **Submit for Review** link. The **Submission Details** screen displays.



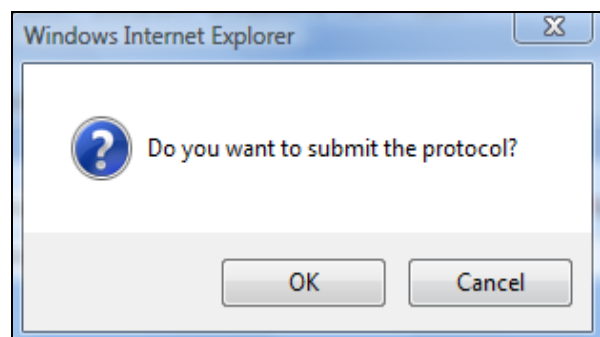
- From the drop down menu, choose **Amendment** as the type.



- Choose the **Review Type**, either Expedited or Full.



- Click **Submit**. The following window displays.



- Click **OK**.