

An amendment submission is considered as pending up until the time a user submits the amendment to the IRB.

Deleting an amendment:

1. Click on **Pending Protocols**:



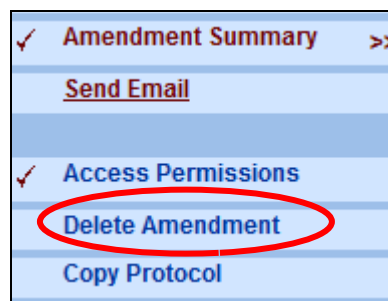
2. Click **Status** to bring up the alphabetical listing of protocols by status. Search for the **Amendment in Progress** you wish to delete. (Note the A00x refers to the sequential number of amendments for that particular protocol. The A suffix is dropped once an amendment is approved. This means that the changes proposed in the Amendment have been incorporated into the Protocol.)

List of Pending Protocols		
Protocol Number	Title	Status
0901004565A002	Research Participant Perception of Care Project 1	Amendment in Progress
0901004564A003	Research Participant Perception of Care Project 1	Amendment in Progress

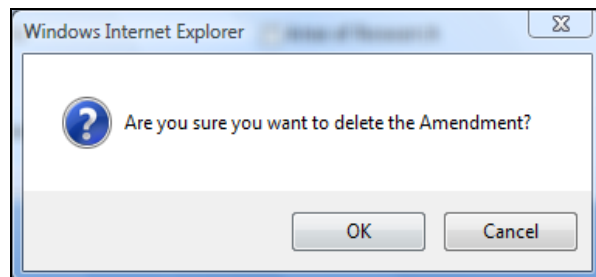
3. Bring up the **Amendment Summary** by clicking on the **Protocol Number** or **Title**.

The screenshot shows the 'Amendment Summary' page. At the top, there is a text box stating: 'We need to change the study correspondence on this protocol. The contact information has been updated in our consent form which is attached to this submission to reflect the change.' Below this is a navigation menu with the following items: General Info, Organization, Study Personnel, Correspondents, Area of Research, Funding Source, Subjects, Special Review, References, Add/Modify Attachments, and Others. A 'Save' button is located at the bottom of the menu.

4. Click on **Delete Amendment** from the left hand column to delete the amendment summary.



5. The user will be prompted with a message that asks whether or not you wish to remove the amendment. Click **OK** to say yes. Click **Cancel** to say no and continue working on the amendment.



Withdrawing a Submission

The user can withdraw an amendment or any other submission up until the time the protocol submission status is In Agenda. "In Agenda" means that the IRB is reviewing the protocol.

To choose the submission the user wishes to withdraw:

1. Search for the protocol submission by clicking on **All Protocols**.
2. Click **Status** to bring up the alphabetical listing of protocols by status. Scroll until you see protocols that have been **Submitted to the IRB**.

Study skills of Yale students	Submitted to IRB
Research Participant Perception of Care Project Part 1	Submitted to IRB
Research Participant Perception of Care Project 1	Submitted to IRB
Research Participant Perception of Care Project 1	Submitted to IRB
Research Participant Perception of Care Project 1	Submitted to IRB
Research Participant Perception of Care Project Part 1	Submitted to IRB
Research Participant Perception of Care Project Part 1	Submitted to IRB

3. Choose **Submit to the IRB** from the left hand menu.



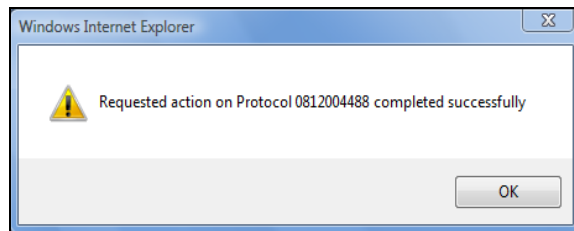
4. Click on **Withdraw Submission**.

Protocol Actions	
You can perform following actions on this protocol.	
Withdraw Submission	Send a request for withdrawing protocol submission.

6. Enter a summary of the reasons for the withdrawal in the **Comments** box. Click **Save**.

A screenshot of the 'Withdraw Submission' form. It includes a text area for 'Comments' containing the text 'Funding has been denied.', an 'Action Date' field set to '02/11/2009', and a 'Save' button.

7. A note displays to tell you that the requested action has been completely successfully. Click **OK**.



8. Details of the protocol indicate that it has been withdrawn.

Protocol #:	0812004488 (Withdrawn)	Expiration Date:
Investigator:	Battles, Wendy	Last Approval Date:
Title:	Research Participant Perception of Care Project Part 1	Meeting Date:
Last Updated:	2009-02-11 15:32:41.0 by Battles, Wendy	