

Submitting an amendment is pretty much the same process as creating a new application, just a bit quicker since your coversheet will be automatically populated and is for making changes to previously submitted and approved research projects.

There are 2 different types of amendments you might need to use. Firstly I will discuss how to amend investigators only, and then I will cover the requirements for all other amendments.

The first step in both processes will be the same, from the human ethics tab, make sure you can see A new coversheet in this drop down box then press create.

Here you choose amend investigators (I will follow this process first) or amendment.

You will then be prompted here to search for the protocol you wish to amend.

Pressing search will display a list of the protocols that your coversheet can be linked to and you click link beside the one you are changing.

The next screen will display the coversheet type you selected as well as the protocol that you have linked to.

Continue will take you to the amend investigators coversheet.

Here you can see the linked protocol and by clicking search (magnifying glass) you can see the details in a read only format.

You can add or remove investigators on the coversheet, but the remaining information is read only.

If you want to change information other than investigator details, an Amendment coversheet will need to be submitted (which is covered next)

After changing investigator details on the coversheet, navigate to the Documents tab and attach your investigator details documents.

A template for this can be found here (coversheet templates). Remember to use the correct naming convention detailed on the ethics web page and in

the user guide.

Double check all your new input on the coversheet, then select submit.

Remember that you can save your input at any time and return to the coversheet later to complete it. If you submit in error you will need to contact the Ethics Unit for assistance.

The Amendment Coversheet (as separate from amend investigators which we just covered) is submitted when a change is required on a submitted or approved application.

Once again, you will need to link your amendment to an existing record here (do the process, say any of the basic steps if it seems necessary)

This will take us to the Amendment coversheet.

In this version, all the information on the coversheet is read only and cannot be changed in this view, changes should be detailed in the attached documents.

As usual, you can see your existing protocol details by clicking here (magnifying glass)

For this amendment, you will need to select the questionnaire tab and complete the questions. Make sure you include enough detail in answer to these questions for the committee to assess your changes. You will be able to upload changed or new documents but there is no specific document to outline your overall proposed changes – this information must be included here.

When you have completed the questionnaire, navigate to documents and upload the new or updated documents using the appropriate naming convention.

Templates are always accessible from the coversheet page and details of what to use and when as well as the naming convention are outlined on the ethics web page.

When you are done, head back to the coversheet page to submit.

At the risk of repeating myself over and over again, remember that if you need to check any details or are not sure that you are really ready to submit, save your coversheet, check what you need to check, and come back later to submit. Once submitted you cannot change it and need to contact the ethics team if you submit it in error.

The IRMA user guide on the ethics web site covers all the information discussed here.

You can also visit the ethics web page, or call the ethics team should you need further assistance or training. Thank you