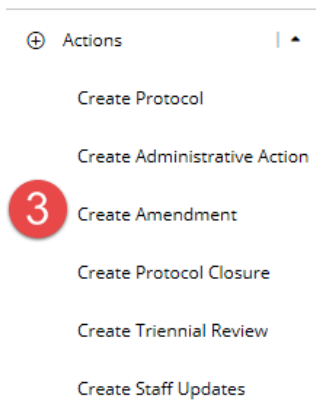


Introduction

The Amendment function in the Animals module under Actions menu is used to add funding source to an existing protocol and submit for review.

STEPS

1. Click **Animals**
2. Open an existing active protocol from the landing page for which you would like to add a funding source.
3. Select **Create Amendment** under Actions menu on the left navigation panel
4. Some of the forms are unlocked for modifications
5. Complete the IACUC Amendment form.
6. Click “Add Funding Source” in the left navigation pane.
7. Search for an Agreement by Agreement Number, Fund Number or PI Name. Click the Search button. Note that only funded record types are returned as part of this search.
8. Select a returned result by clicking the radio button. Note that you will not be able to select an Agreement already linked to the record.
9. Click the Add button.
10. When all the sections are complete, Submit button gets enabled at the bottom right corner of the screen
11. Click **Submit**
12. Upon submission, a transaction status bar is displayed which represents the future flow of transaction progression.
13. The Related Records page will show the status of the link until the Amendment is approved. For more on the Related Records page [click here](#).
14. Once the Amendment is approved the protocol will be listed on the Compliance page of the select Agreement record.



- ✓ Antibody & Ascites Production
- ! Breeding Studies
- ✓ Transportation
- ! Staff
- ✓ Attachments
- + Add Funding Source 6
- ✓ Related Records 3
- ☰ Summary Notes
- Protocol Data
- ⊕ Actions | ▾
- Create Protocol

IACUCAmendment 5 + Add New Form

1. Briefly state each specific proposed change to your protocol:

- Please revise each applicable form in the protocol that is impacted by this change (e.g., Research Plan, Procedure forms, etc.).
- Address any increase in animal numbers in the **Research Plan** and the **Potential Pain and Distress** forms. Provide an explanation if no additional animals are needed.

2. Indicate the reason and provide justification for the change(s), and how it improves or enhances the overall stated goal of your project: ⓘ

3. Will the proposed changes impact your approved flow chart(s) or necessitate a new flow chart?

Yes No

- ✓ Antibody & Ascites Production
- ! Breeding Studies
- ✓ Transportation
- ! Staff
- ✓ Attachments
- + Add Funding Source
- ✓ Related Records
- ☰ Summary Notes
- Protocol Data 8
- ⊕ Actions
- Create Protocol

IACUCAmendment + Add New Form

1. Briefly state each specific proposed change to your protocol:

- Please revise each applicable form in the protocol that is impacted by this change (e.g., Research Plan, Procedure forms, etc.).
- Address any increase in animal numbers in the **Research Plan** and the **Potential Pain and Distress** forms. Provide an explanation if no additional animals are needed.

3. Will the proposed changes impact your approved flow chart(s) or necessitate a new flow chart?

Yes No

Draft

▶ Instructions

▼ Submission Checklist

State your proposed changes.
State your reasoning for the proposed change(s).
Indicate if the changes will impact flow charts

▶ Notes

Agreement # Fund # PI Name Search 7 Clear Selections

Agreement #	Fund #	PI Name	Record Type	Sponsor	Project Period
<input checked="" type="checkbox"/> 2018A054352	232284	Noble*, Darrell D	Innovation - SRA	Leap Therapeutics	03/06/18 - 12/05/18

Cancel 9 Add

- Administration | ▾
- # 2017N000171 AME5
- ! Forms MOD | ▾
- ! Staff
- ✓ Attachments
- + Add Funding Source
- ✓ Related Records 13 MOD 4
- ☰ Summary Notes
- Protocol Data
- ⊕ Actions | ▾
- Create Protocol
- Create Administrative Action
- Create Amendment

Related Records + Add Funding Source

Linked Agreements & Funds (4)

Record #	Fund #	Project Period	PI Name	Sponsor	Record Type	Process	Link Date	Link Status	
2016A051371	228476 (Active)	07/01/17-06/30/21	Rowe*, Andrew	SUNDRY	RM - Research Sundry	IR	09/11/17	Approved	✕
2017D008068	N/A	10/13/17-10/12/18	Rowe*, Andrew	University of Chicago	Innovation - MTA In	M	10/13/17	Approved	✕
2017D003108	230965 (Active)	07/01/17-12/31/20	Rowe*, Andrew	NIH	RM - Funded Agreement	AME1	11/10/17	Approved	✕
2018A054352	232284 (Active)	03/06/18-12/05/18	Noble*, Darrell D	Leap Therapeutics	Innovation - SRA	AME5		Draft Added	✕

Linked Registrations (0)

PIBC Number	Fund #	Link Location	PI Name	Title	Process	Link Date	Link Status	Link Direction
No data found.								