

Amend an Approved Protocol

NOTE: If you have an active IBC approved protocol that was approved prior to eProtocol coming online mid-January 2020, the protocol information will not be in the eProtocol system. You may submit an initial amendment via a Word version as in the former route of submission and will not need to create a new form in the electronic version. However, if you anticipate submitting multiple amendments, it is encouraged that you transfer the information from the paper form into the electronic form. Once you have a protocol approved via eProtocol, you will then submit future amendments via eProtocol.

Instructions for submitting an amendment to a protocol already populated in eProtocol:

- 1) Log into [eProtocol](#) using your Net ID and password.
- 2) From the Investigator Homepage, scroll to the bottom of the page to the **Approved Protocol** category.

Create Protocol

Clone Protocol

Delete Protocol

IACUC

Protocols (In Preparation / Submitted)								
NEW								
Protocol ID	Form Name	Principal Investigator	Title	Protocol Event	Panel	Meeting Date		
16-1123	IACUC	Zimmerman, Christina	NCSU Test Protocol III	SUBMITTED TO IACUC				
16-1119	IACUC	DeLong, Paula	PI Test Protocol Take 1	Yet to Submit to IACUC				
16-1122	IACUC	Zimmerman, Christina	Test Application-Zimmerman	SUBMITTED TO IACUC				
AMENDMENT								
Protocol ID	Form Name	Principal Investigator	Title	Protocol Event	Panel	Meeting Date		
16-1118	IACUC	Zimmerman, Christina	Test Application-Zimmerman	Yet to Submit to IACUC	IACUC			
CONTINUING REVIEW								
Currently there are no Continuing Review protocols.								
Approved Protocols								
Protocol ID	Form Name	Principal Investigator	Title	Approval Date	Last Approval Date	Expiration Date	Review Decision	Form Type
16-1118	IACUC	Zimmerman, Christina	Test Application-Zimmerman	07/06/2016	07/06/2016	07/05/2019	Designated Review	NEW

- 3) Click on the **Protocol ID** link of the protocol that you wish to amend.
- 4) Select **Start Amendment** from the Approved Protocol Decision menu and click **Ok**.
- 5) Complete the amendment form and then modify the appropriate sections of the protocol.
- 6) Once finished, hit **Submit form** in the left side menu to submit your amendment.

The IBC Office will receive and process your submission. You will receive email notifications alerting you to log into eProtocol to correspond with the IBC office for questions/comments for your submission.

Please contact the IBC office at compliant@nd.edu for any questions or for assistance with your submissions.