How to Submit an Amendment* in RAP:

*formerly referred to as limited mod or modification

1. Log in to the Research Administration Portal (RAP): rap.uc.edu/iacuc and enter your UC credentials.
   *The most compatible browser is Firefox.*

2. Click on the “IACUC” tab and the “All Submissions” tab to see the protocol(s) that you are approved to work on.

3. Click on the protocol you would like to modify.
   (This will take you to the protocol workspace).

4. Click Create Amendment.
5. Answer section 2. and 3. by describing the modification and the rationale for this request and then click Continue.

6. The next section you will see is the 1st page of the protocol smart form. We will be using the smart form to build protocols that are expiring beginning October 1, 2018. For this phase of RAP, you will be bypassing these pages by clicking “Jump To” then “Supporting Documents”.

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**Basic Information**

1. * Select research team: RT-01-02-03-04

2. * Title of protocol:
   The title of your protocol will be here

3. * Short title: The title of your protocol will be here
7. If your amendment is a “limited modification” (i.e., no change in pain category, number of animals, and/or overall scientific justification or purpose of the protocol) click Finish.

8. If your amendment would be considered a full protocol modification (i.e., there is a change in pain category, number of animals, and/or overall scientific justification or purpose of the protocol) you will need to edit your currently approved protocol to reflect the changes. Click “+Add” to upload your edited protocol word document then click Finish.

9. **Final Step** - Your Amendment is not complete until you click Submit.

10. Your amendment is now successfully routed to the IACUC office for approval.