

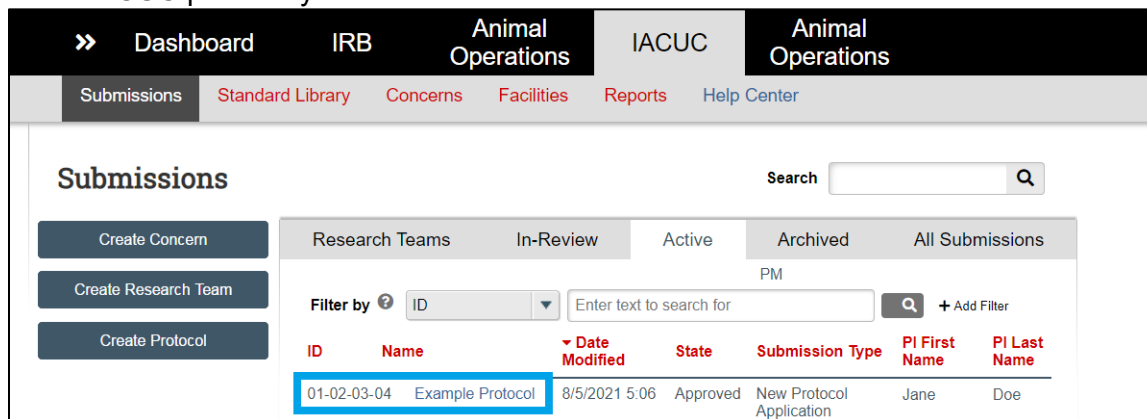
# Create and Submit an IACUC Protocol Amendment

To make changes to your approved IACUC protocol, you must create and submit an amendment, which is subject to review and approval by the IACUC. We strongly recommend following these basic guidelines when editing an IACUC protocol:

- Refer to the **IACUC RAP Manual** on the [Research How 2 website](#) for:
  - instructions on how to complete each section of the protocol form
  - examples of protocol writing, preferred language, and definitions
  - instructions on reviewing the RAP Standard Library of substances and procedures before creating/copying a non-standard (team) substance and/or procedure
- All required form fields are denoted by a **red asterisk (\*)**.
- Use the “Save”, “Continue”, or “Finish” buttons to save your changes. Switching sections without saving or pressing the “Exit” button will not save any changes.

## Create an IACUC Protocol Amendment

1. Log in to the IACUC section of the Research Administration Portal (RAP) website (<https://acup.uc.edu/IACUC/>) using your UC credentials. **The most compatible web browsers are Firefox or Google Chrome.**
2. Select the “IACUC” tab, then select the “Active” tab on your main workstation. Click on the ID or Name of the IACUC protocol you want to edit.



Dashboard IRB Animal Operations IACUC Animal Operations

Submissions Standard Library Concerns Facilities Reports Help Center

Submissions Search

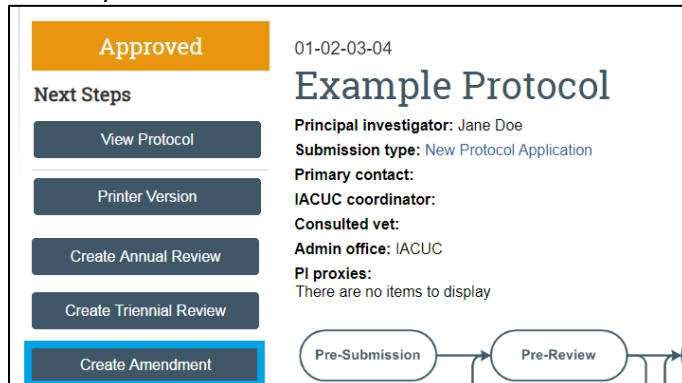
Create Concern Create Research Team Create Protocol

Research Teams In-Review Active Archived All Submissions

Filter by ID Enter text to search for + Add Filter

ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
01-02-03-04	Example Protocol	8/5/2021 5:06	Approved	New Protocol Application	Jane	Doe

3. On the protocol workstation, select the “Create Amendment” button on the left side of your screen.



Approved 01-02-03-04

## Example Protocol

Principal investigator: Jane Doe  
Submission type: New Protocol Application  
Primary contact:  
IACUC coordinator:  
Consulted vet:  
Admin office: IACUC  
PI proxies:  
There are no items to display

Next Steps

View Protocol  
Printer Version  
Create Annual Review  
Create Triennial Review  
**Create Amendment**

Pre-Submission Pre-Review

4. Answer 3 questions in the “Amendment Summary” form, then press the “Continue” button to advance.

- **Amendment short title:** change title to reflect a summary of the amendment
- **Describe the changes:** provide a brief description of your change request.
- **Describe the rationale for the changes:** provide a reason for your change request.

5. You now have the ability to edit each section of your IACUC protocol. After saving all changes, press the “Exit” or “Finish” button to close the form and return to the amendment workstation.
6. On the amendment workstation, select the “Submit” button on the left side of your screen to generate a popup window. *IACUC processing cannot begin until the amendment is submitted.*

## IACUC Reviewer Comments

Submitted IACUC protocol amendments are subject to review by the IACUC prior to approval. During the review process, IACUC reviewers may leave comments on the amendment summary and/or specific sections of the protocol form for many reasons, including requesting clarification or edits to your protocol amendment. **Remember that you may use your Dashboard button on the primary navigation bar to quickly see all pending items assigned to you that are awaiting review/action.**

1. Select the "IACUC" tab, then select the "In Review" tab on your main workstation. Click on the ID or Name of the IACUC protocol to open the protocol workstation.

The screenshot shows the IACUC Submissions dashboard. At the top, there are navigation tabs: Dashboard, IRB, Animal Operations, IACUC, and Animal Operations. Below these are sub-tabs: Submissions, Standard Library, Concerns, Facilities, Reports, and Help Center. The main content area is titled "Submissions" and includes a search bar. On the left, there are three buttons: "Create Concern", "Create Research Team", and "Create Protocol". The main table has columns for ID, Name, Date Modified, State, Submission Type, PI First Name, and PI Last Name. The first row is highlighted with a blue border.

ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
01-02-03-04	Example Protocol	8/5/2021 5:06	Clarification Requested (Vet Consult)	New Protocol Application	Jane	Doe

This screenshot shows the workstation for the protocol "Example Protocol" (ID: 01-02-03-04). The status is "Clarification Requested (Vet Consult)". The principal investigator is Jane Doe, and the submission type is "New Protocol Application". There is an "Edit Protocol" button.

**Clarification Requested (Vet Consult)** 01-02-03-04  
**Example Protocol**  
Principal investigator: Jane Doe  
Submission type: New Protocol Application  
Primary contact:  
[Edit Protocol](#)

This screenshot shows the workstation for the amendment "Add a new experiment" (ID: AM01-01-02-03-04). The status is "Clarification Requested (Vet Consult)". The principal investigator is Jane Doe, and the submission type is "Amendment". There are buttons for "Edit Amendment" and "Printer Version".

**Clarification Requested (Vet Consult)** AM01-01-02-03-04  
**Add a new experiment**  
Principal investigator: Jane Doe  
Submission type: Amendment  
Primary contact:  
IACUC coordinator:  
[Edit Amendment](#)  
[Printer Version](#)

- To locate reviewer comments, look for a numbered textbox icon on the left navigation panel. When you click and open the specific section, you will see the textbox icons next to specific questions on the form, indicating there are comments available for review.

Example: in the image below, there are 2 reviewer comments in the Amendment Summary section. When the section is opened, there are 2 reviewer comments made to Question 2 of this form.

**Substances and Procedures** section of this manual.

### Submitting Responses to Reviewer Comments

- Click on the numbered textbox icon next to a specific question on the protocol form to open the comment in a textbox-shaped popup window. The comment popup window has 2 sections:
  - Change History (left side):** a history of changes made to the protocol form as a result of this comment.
  - Reviewer Notes (right side):** includes a history of requested changes or clarifications.
- Make the requested changes to the protocol form. Press “Save” to save your changes.
- On the “Reviewer Notes” side of the popup, press the “Reply” button to open up a textbox where you can type a response to the reviewer. Press the “OK” button to save your comment response.

4. Once all changes have been made and saved, press the “Exit” button to leave the protocol form and return to the protocol or amendment workstation. Press the “Submit Response” button on the left side of the screen to generate a popup window.

The screenshot shows a web interface for a protocol. On the left, an orange box contains the text "Clarification Requested (Designated Review)". Below this is a "Next Steps" section with buttons for "Edit Protocol", "Printer Version", "Submit Response" (highlighted with a blue border and a red arrow), and "Assign Primary Contact". On the right, the protocol details are listed: "01-02-03-04", "Example Protocol", "Principal investigator: Jane Doe", "Submission type: New Protocol Application", "Primary contact:", "IACUC coordinator:", "Consulted vet:", "Admin office: IACUC", and "PI proxies: There are no items to display". A flow diagram at the bottom right shows "Pre-Submission" leading to "Pre-Review".

The screenshot shows a browser window titled "Execute 'Submit' on 01-02-03-04 - Google Chrome". The address bar shows "rcp-qa.uc.edu/IACUC\_Candidate/sd/ResourceAdministration/Activity/form?A". The page content is a "Submit" form. It starts with the text "As the principal investigator, I certify that:" followed by three horizontal lines. Below this is a section for "1. Comments: ?" with a large text area. The next section is "2. Supporting documents: ?" with a "+ Add" button and a table with columns "Document Name" and "Date Modified". The table is empty, with the text "There are no items to display" below it. At the bottom right, there are "OK" and "Cancel" buttons, with "OK" highlighted in blue.