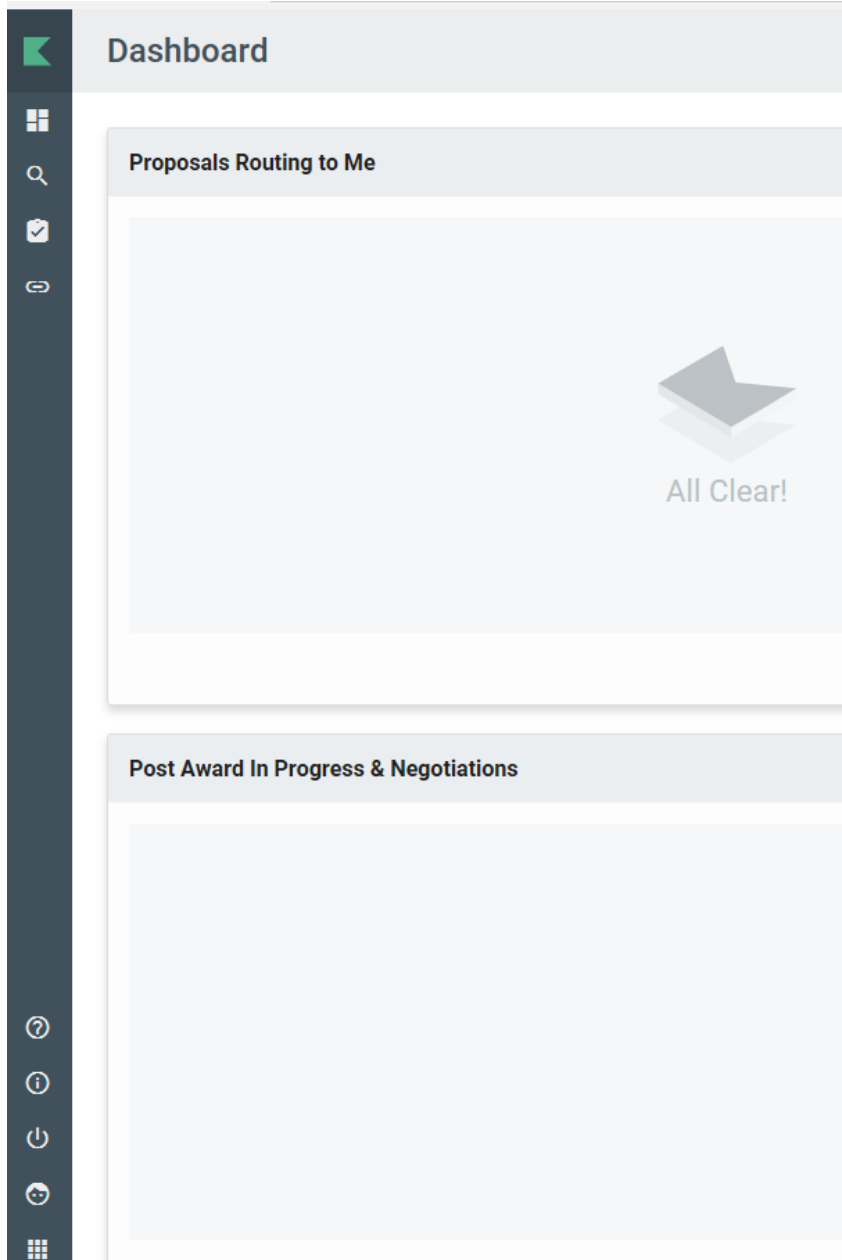


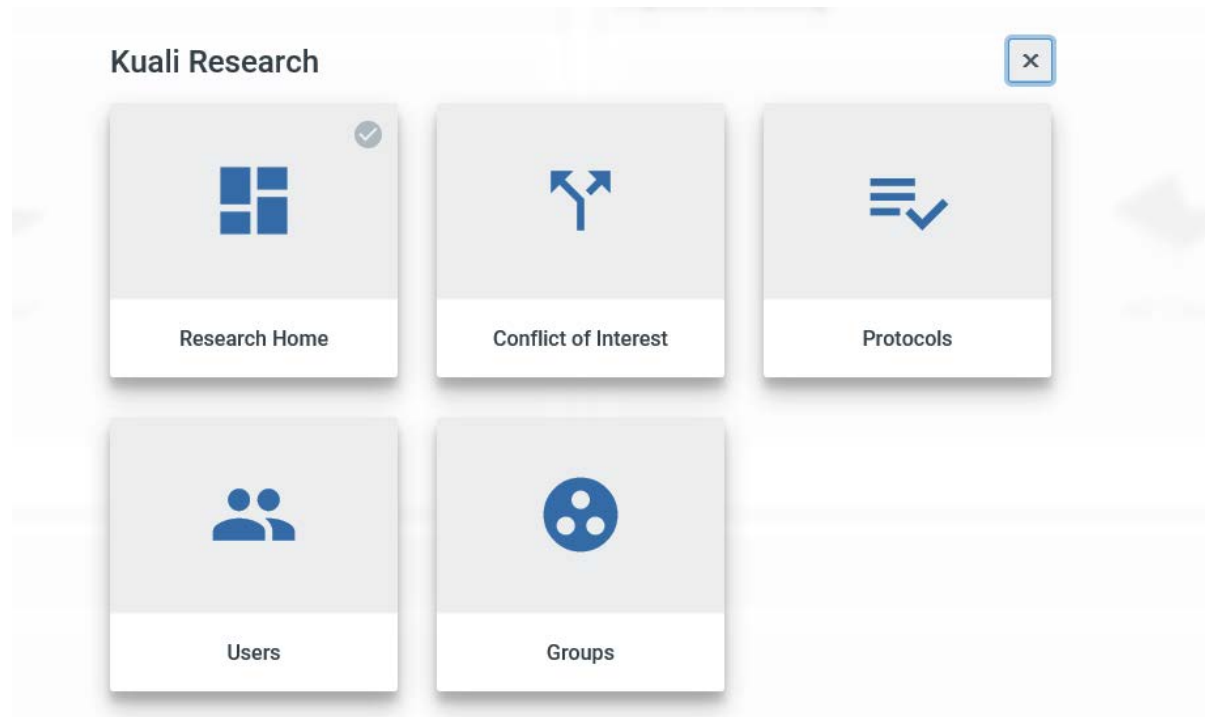
QUICK GUIDE

How to AMEND an IACUC protocol

1. LOG IN: Go to https://www.umb.edu/orsp/kuali_research and log in using your NetID and Password.
2. Select **Switch Apps** on the lower left margin (the icon has 9 dots).

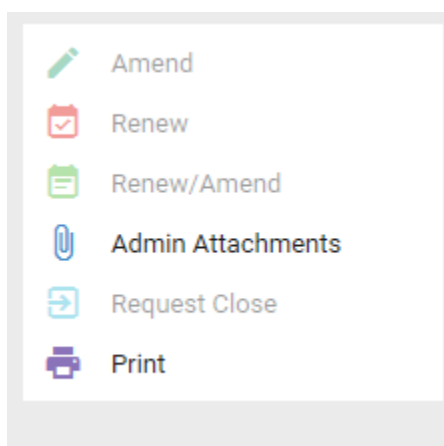


3. Click **Protocols**.



4. Select an approved protocol from your list of protocols and click on it to open.

5. Click **Amend** in the upper right corner of your screen.



Note: If it is greyed out like above, there is an action in progress and you opened a previous version of the protocol. Go back to your main screen and select the **Amendment in Progress** version.

TITLE	NUMBER	PI	SUBMISSION TYPE	REVIEW TYPE	STATUS
test vasci	149	XXXXXXXXXX	Renewed/Amended	Designated Member Review	Approved
test vasci	149	XXXXXXXXXX	Amendment		Amendment in Progress

2 of 2 protocols

Finish your updates to the protocol and then select **Submit** from the upper right corner.

