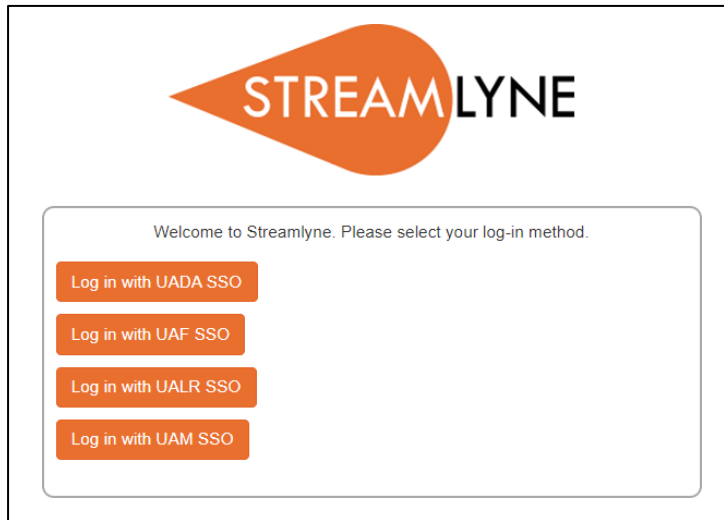
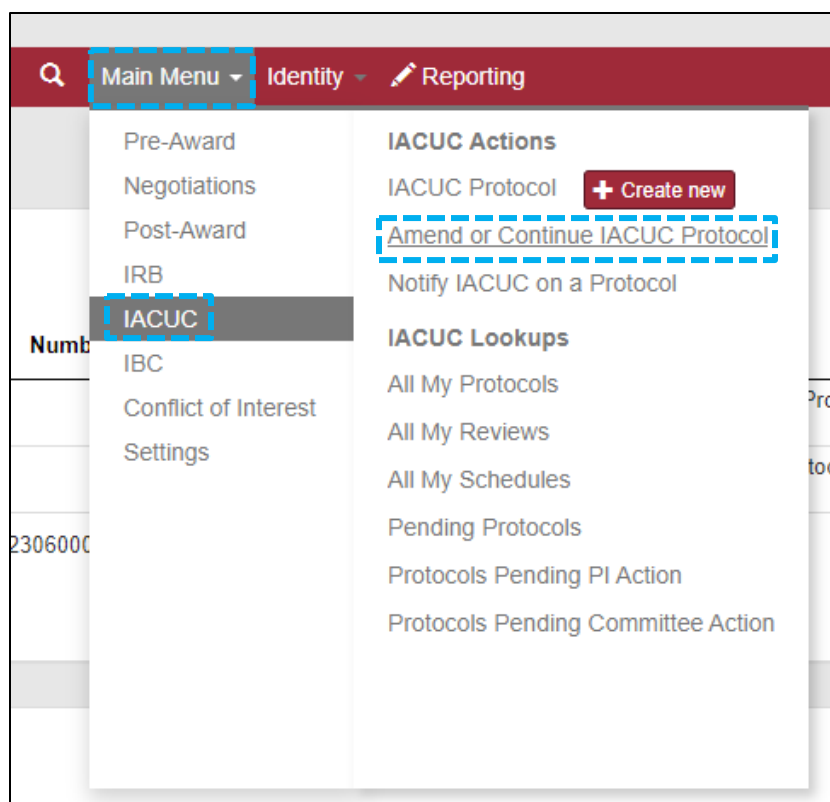


## HOW TO CREATE AN IACUC PROTOCOL AMENDMENT

- 1) Log into [Streamlyne](#).



- 2) At the top of the screen, click **Main Menu > IACUC > Amend or Continue IACUC Protocol**.



- 3) The next page will show a list of all protocols that can be amended that you have access to. Depending on your permissions for the protocol, you may need to reach out to the PI or another investigator on the protocol to process the amendment.

### IACUC Protocol Lookup

Protocol/Permit Number:

Protocol Status:

Title:

Initial Submission Date From:

Expiration Date From:

Approval Date From:

Last Approval Date From:

Action Date From:

Investigator:

Area of Research:

Performing Organization:

Unit Name:

Exception:

Protocol Type:

Reference Number 1:

Summary/Keywords:

Initial Submission Date To:

Expiration Date To:

Approval Date To:

Last Approval Date To:

Action Date To:

Key Person:

Funding Source:

Unit Number:

Species:

Active:  Yes  No  Both

Starts With  Contains  Exact

Actions	Protocol/Permit Number	Protocol Type	Sequence Number	Investigator	Title	Protocol Status	Approval Date	Expiration Date	Last Approval Date	Initial Submission Date	Lead Unit	Lead Unit Name	Summary/Keywords	Active
<a href="#">perform action</a>	2305000093	Research	4	Nicholas P Greene	May 30 Test	Active	07/06/2023	07/05/2026	06/06/2023	05/30/2023	CC012717	Health, Human Perf & Rec		Yes
<a href="#">perform action</a>	2306000138	Research	0	Nicholas P Greene	June 2 Test-2	Active	07/07/2023	07/06/2026		06/05/2023	CC012717	Health, Human Perf & Rec		Yes

2 items displayed.

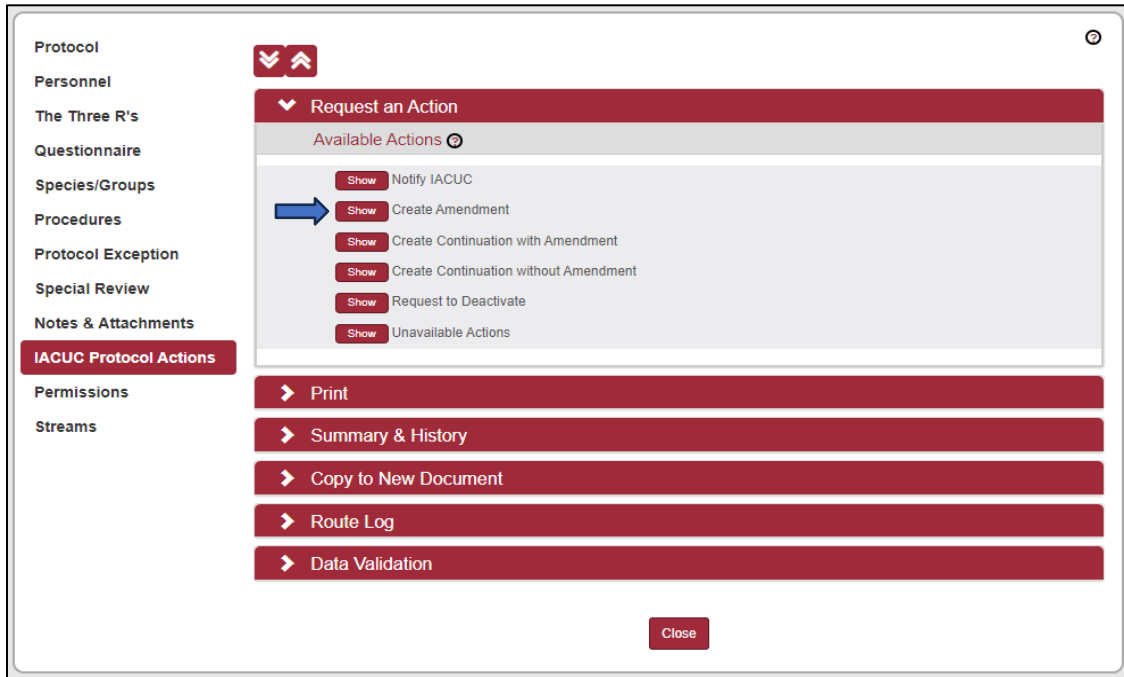
Export options: CSV | spreadsheet | XML

Note: If needed, you can use the search parameters to filter your list or protocols.

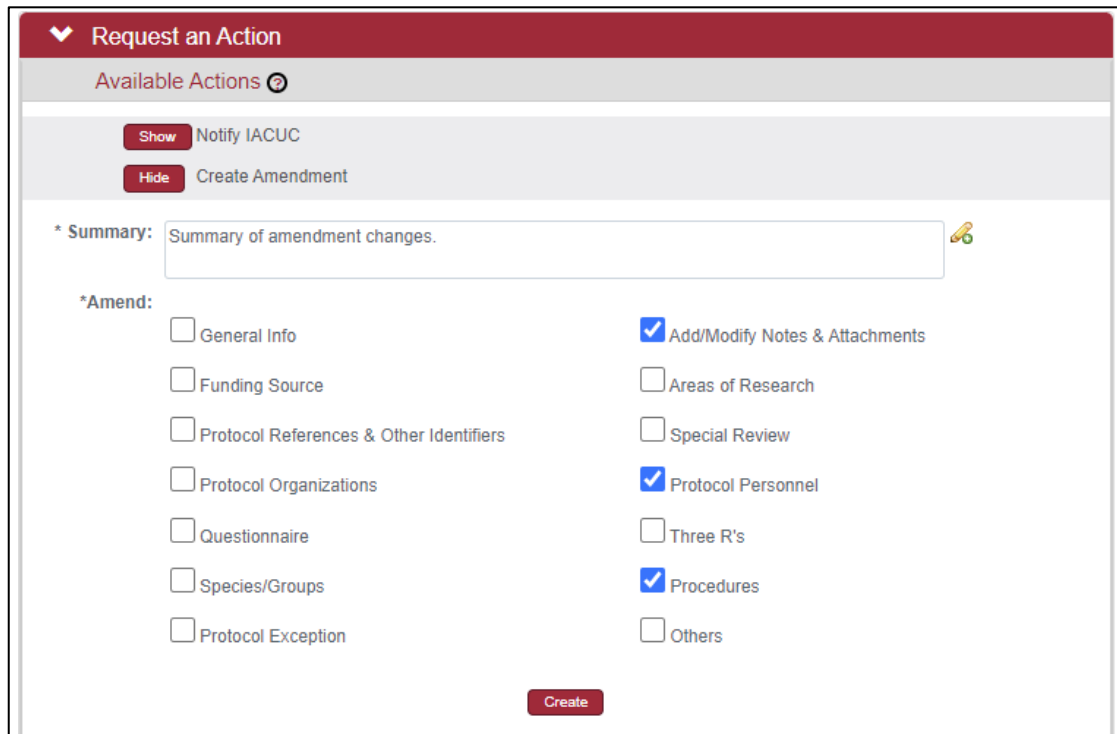
- 4) Click the **perform action** link next to the protocol you want to amend.

Actions	Protocol/Permit Number	Protocol Type	Sequence Number	Investigator
<a href="#">perform action</a>	2305000093	Research	4	Nicholas Greene
<a href="#">perform action</a>	2306000138	Research	0	Nicholas Greene

5) Click the **Show** button next to Create Amendment to expand the section like the images below.



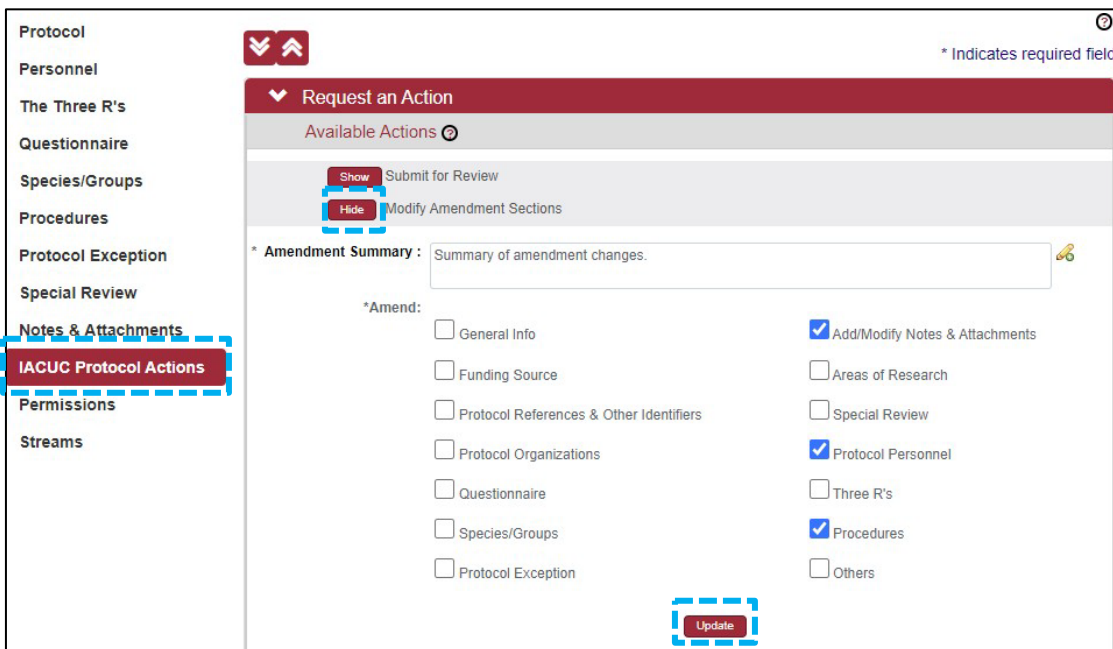
The screenshot shows a sidebar menu on the left with categories: Protocol, Personnel, The Three R's, Questionnaire, Species/Groups, Procedures, Protocol Exception, Special Review, Notes & Attachments, IACUC Protocol Actions (highlighted in red), Permissions, and Streams. The main content area is titled 'Request an Action' and contains an 'Available Actions' section with a list of actions, each with a 'Show' button. A blue arrow points to the 'Show' button for 'Create Amendment'. Below the list are buttons for 'Print', 'Summary & History', 'Copy to New Document', 'Route Log', and 'Data Validation'. A 'Close' button is at the bottom right.

The screenshot shows the expanded 'Request an Action' form. At the top, there is a 'Show' button for 'Notify IACUC' and a 'Hide' button for 'Create Amendment'. Below this is a text input field for '\* Summary:' with the placeholder text 'Summary of amendment changes.' and a pencil icon. Underneath is a section for '\*Amend:' with two columns of checkboxes. The first column includes: General Info, Funding Source, Protocol References & Other Identifiers, Protocol Organizations, Questionnaire, Species/Groups, and Protocol Exception. The second column includes: Add/Modify Notes & Attachments (checked), Areas of Research, Special Review, Protocol Personnel (checked), Three R's, Procedures (checked), and Others. A 'Create' button is located at the bottom center.

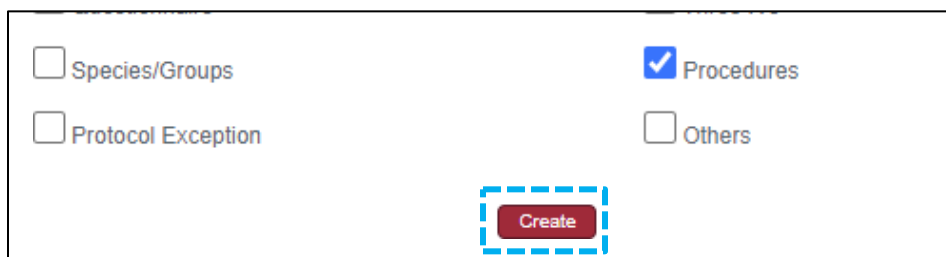
- 6) Provide a brief summary of the amendment in the **Summary** box.
  - a. For procedural modifications, check the **Procedures** box.
  - b. For personnel modifications, check the **Protocol Personnel** box.
  - c. If the amendment requires support documentation, select the **Add/Modify Notes & Attachments** box.

*Note: Both types of amendment can be submitted on the same request, but if both are opened on the same amendment, the personnel addition will be delayed until the procedural modification is completed. It is recommended that you create separate amendments for each type of amendment. If at any time you need to modify the selections, you can go to the **IACUC Protocol Actions** tab on the left side of the screen and select **Modify Amendment Sections** prior to submission. Don't forget to click the **Update** button at the bottom after making any modifications to apply them.*



The screenshot shows a web interface for 'Request an Action'. On the left is a navigation menu with 'IACUC Protocol Actions' highlighted. The main area has a 'Request an Action' header and an 'Available Actions' section with 'Show' and 'Hide' buttons. Below is a text box for '\* Amendment Summary' and a list of checkboxes under '\*Amend:'. The checked options are 'Add/Modify Notes & Attachments', 'Protocol Personnel', and 'Procedures'. An 'Update' button is at the bottom right.

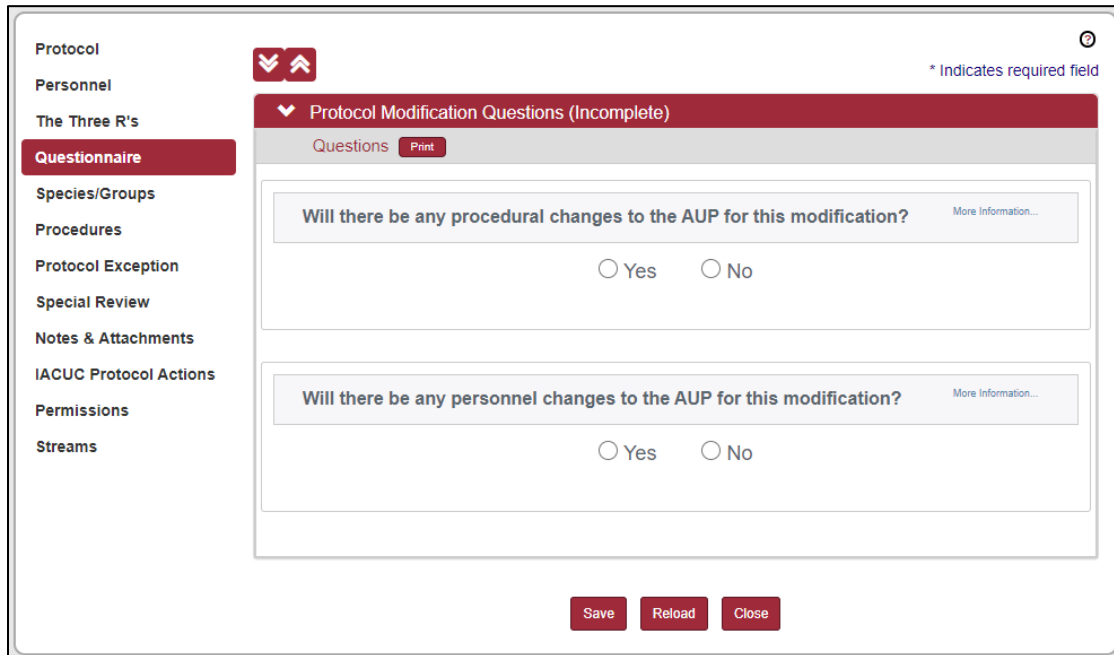
- 7) Once you have entered your summary and made your selections, click **Create** at the bottom of the section.



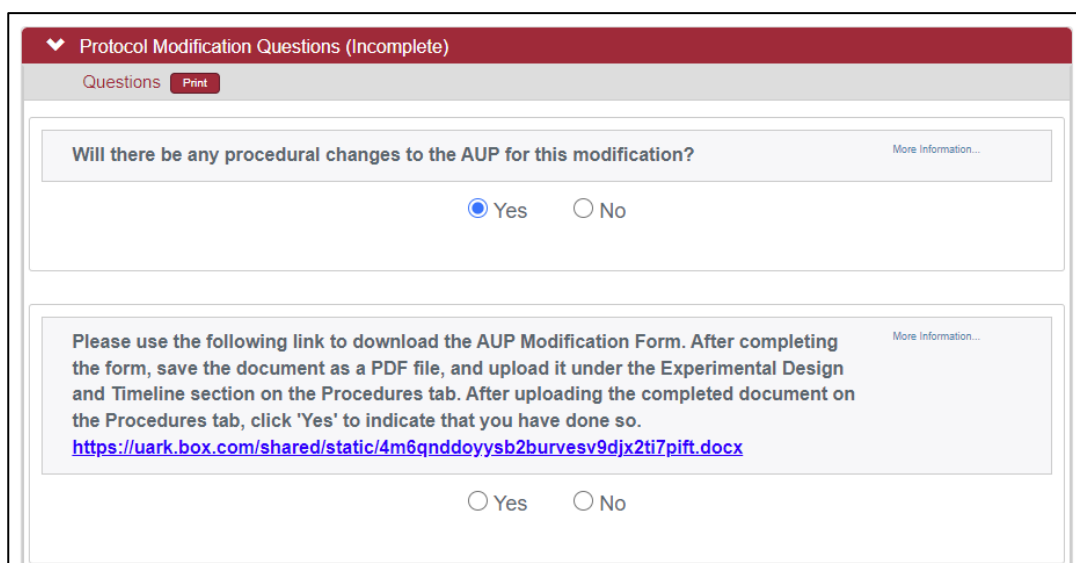
This close-up shows the bottom of the form with four checkboxes: 'Species/Groups', 'Protocol Exception', 'Procedures' (checked), and 'Others'. A 'Create' button is centered below them.

*Note: Once you start an amendment, you will not be able to start an additional amendment of the same type until the first is approved. Please make sure to include all changes in the first submission.*

- 8) Click on the **Questionnaire** tab on the left side of the screen to open the **Protocol Modification Questions** section.



Selecting “Yes” for the procedural changes question will open a second section with a link to a form that will need to be completed, saved as a PDF, and uploaded under the **Experimental Design and Timeline** section on the **Procedures** tab. This process mirrors the process of updating the **Procedures** tab on a new protocol. Instructions for that can be found [here](#). Once you have uploaded the completed PDF on the **Procedures** tab, select the “Yes” option to indicate you have uploaded the file.



Selecting “Yes” for the personnel changes question will open a second section with a link to a form that will need to be completed, saved as a PDF, and uploaded into the questionnaire using the **Choose File** button. Once the file is selected, click the **Add** button to upload it into the questionnaire.

Protocol Modification Questions (Incomplete)

Questions **Print**

Will there be any procedural changes to the AUP for this modification? [More Information...](#)

Yes  No

Please use the following link to download the AUP Modification Form. [More Information...](#)

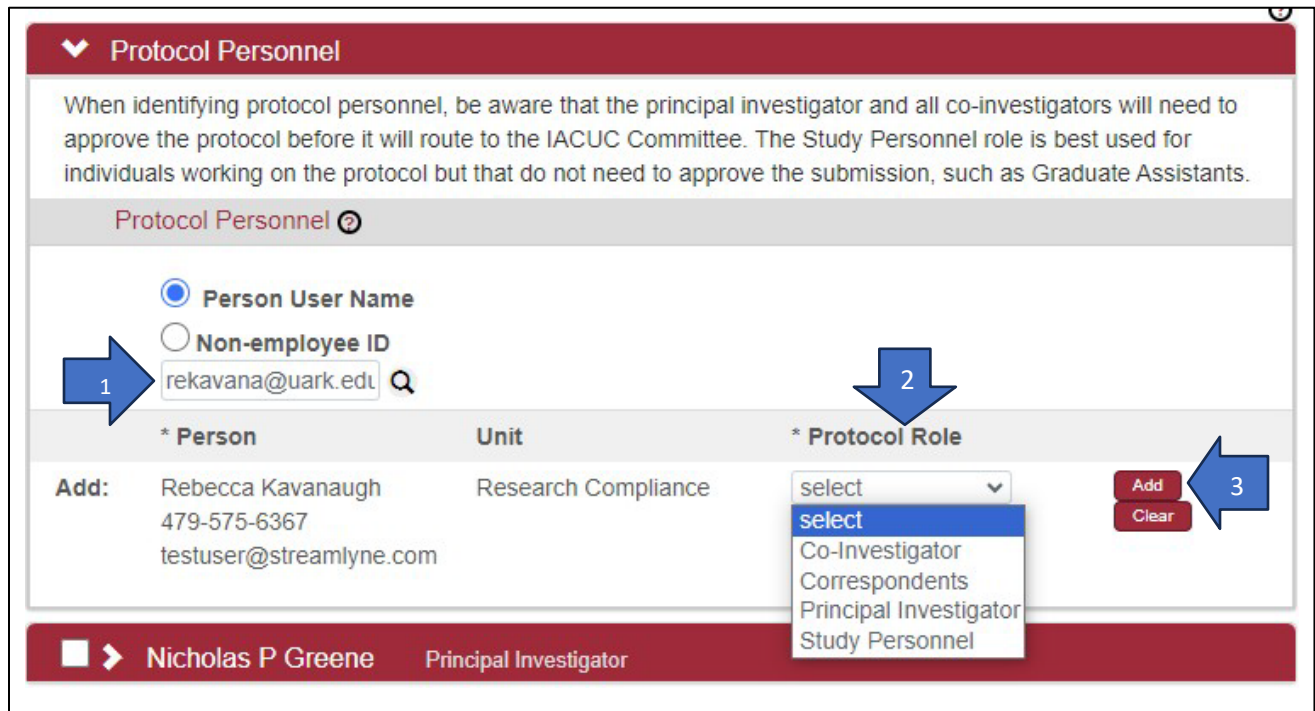
After completing the form, save the document as a PDF file, and attach it in the prompt below.

<https://uark.box.com/shared/static/4m6qnddoysb2burvesv9djx2ti7pift.docx>

**Choose File** no file chosen

**Add**

- 9) For personnel modifications, once you have uploaded the personnel modification form into the questionnaire, you will need to go to the **Personnel** tab and add the personnel. The easiest way to do this is to type their UARK email address into the search box and hit the tab key on your keyboard. If they are in the system, their information will populate the section below. Select the protocol role and click the **Add** button to add them to the protocol. Repeat these steps for each additional personnel on the protocol.



**Protocol Personnel**

When identifying protocol personnel, be aware that the principal investigator and all co-investigators will need to approve the protocol before it will route to the IACUC Committee. The Study Personnel role is best used for individuals working on the protocol but that do not need to approve the submission, such as Graduate Assistants.

**Protocol Personnel** ⓘ

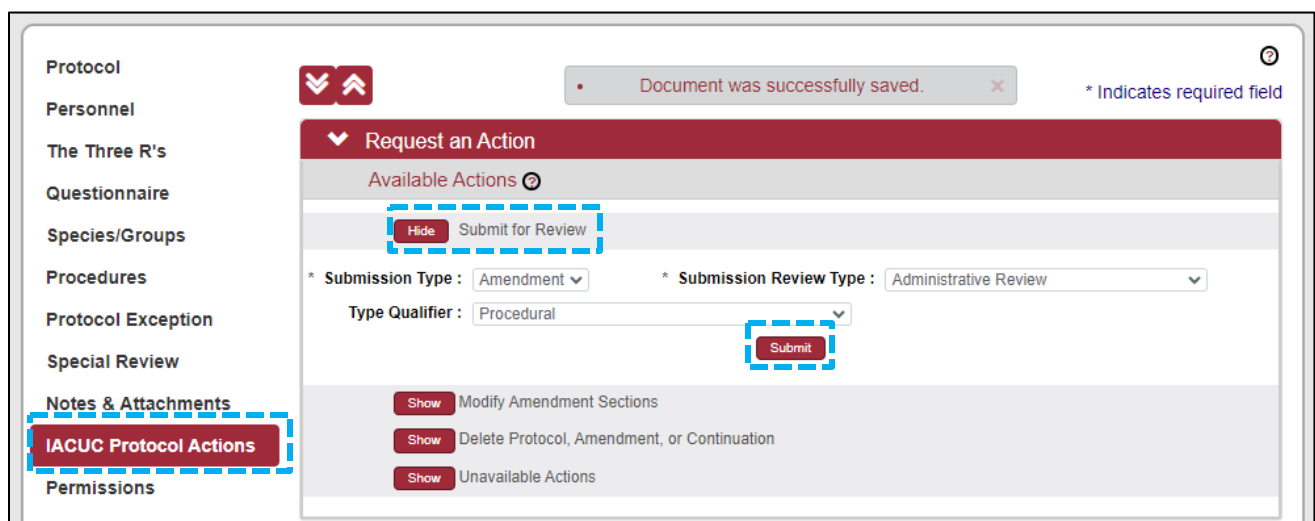
Person User Name  
 Non-employee ID

rekavana@uark.edu 🔍

* Person	Unit	* Protocol Role	
Add: Rebecca Kavanaugh 479-575-6367 testuser@streamlyne.com	Research Compliance	select select Co-Investigator Correspondents Principal Investigator Study Personnel	Add Clear

☐ > Nicholas P Greene Principal Investigator

- 10) Once all information has been entered into the system, submit the modification request on the **IACUC Protocol Actions** tab.



Protocol

Personnel

The Three R's

Questionnaire

Species/Groups

Procedures

Protocol Exception

Special Review

Notes & Attachments

**IACUC Protocol Actions**

Permissions

Document was successfully saved. ✕ \* Indicates required field

**Request an Action**

Available Actions ⓘ

Hide Submit for Review

\* Submission Type: Amendment \* Submission Review Type: Administrative Review

Type Qualifier: Procedural

Show Submit

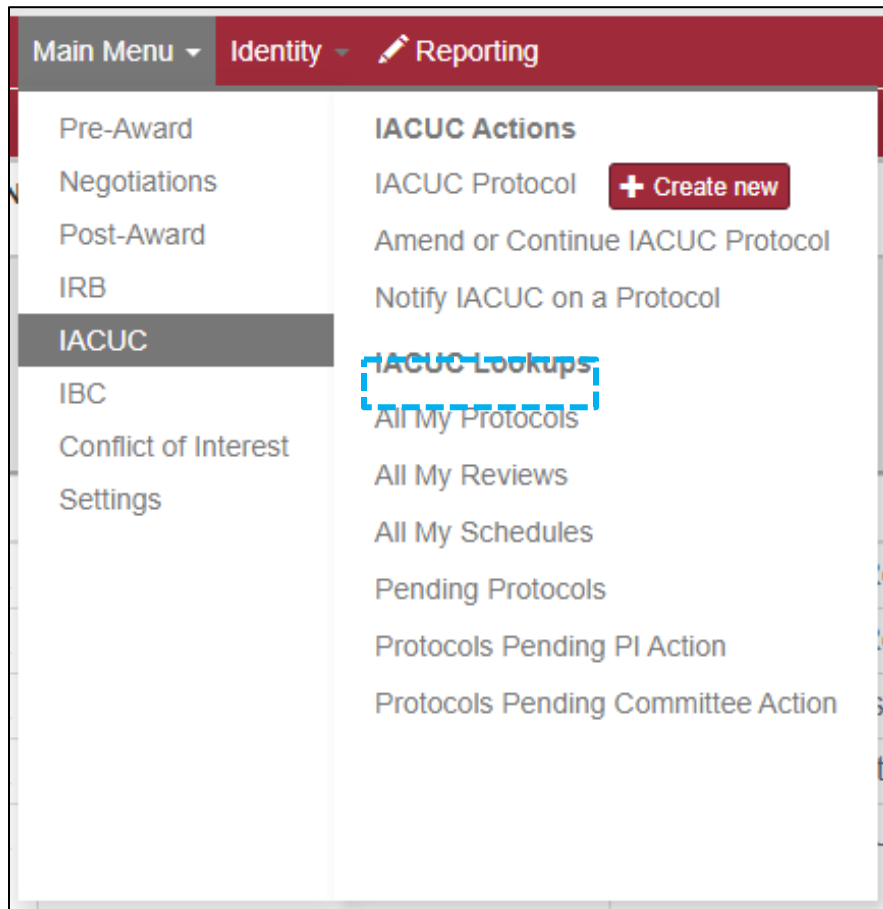
Show Modify Amendment Sections

Show Delete Protocol, Amendment, or Continuation

Show Unavailable Actions

## HOW TO RETURN TO AN IACUC PROTOCOL AMENDMENT IN PROGRESS

If you need to return to an amendment that you have already started but not yet completed, you can search for it using the **All My Protocols** link under **Main Menu > IACUC > All My Protocols**.



Amendments in the search listing will have an “A” followed by three numbers on the end of the protocol number. The protocol status should also show “Amendment in Progress” if you have yet to submit the amendment.

Click the “edit” link in the **Actions** column to return to editing your amendment.

Actions	Protocol/Permit Number	Protocol Type	Sequence Number	Investigator	Title	Protocol Status	Approval Date	Expiration Date
<a href="#">edit</a> <a href="#">copy</a> <a href="#">view</a>	2305000093A004	Research	0	Greene	May 30 Test	Amendment in Progress	07/06/2023	07/05