HOW TO CREATE AN IACUC PROTOCOL AMENDMENT
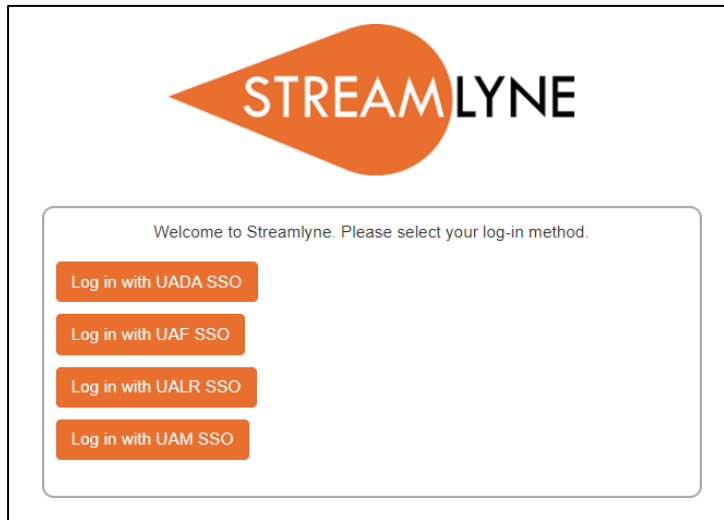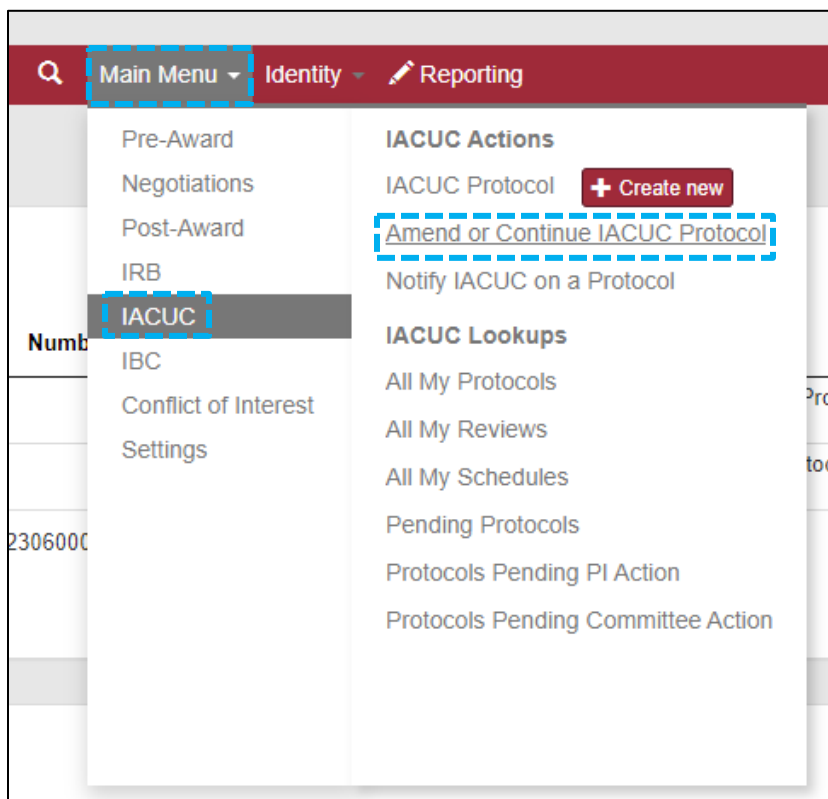
1) Log into Streamlyne.

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 Type:	select
Protocol Status:	select	Reference Number 1:	
Title:		Summary/Keywords:	
Initial Submission Date From:		Initial Submission Date To:	
Expiration Date From:		Expiration Date To:	
Approval Date From:		Approval Date To:	
Last Approval Date From:		Last Approval Date To:	
Action Date From:		Action Date To:	
Investigator:		Key Person:	
Area of Research:		Funding Source:	
Performing Organization:		Unit Number:	select
Unit Name:		Species:	select
Exception:	select	Active:	● Yes ○ No ○ Both

○ Starts With ○ Contains ○ Exact

[Search] [Clear] [Cancel]

| 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
perform action	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
perform action	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.

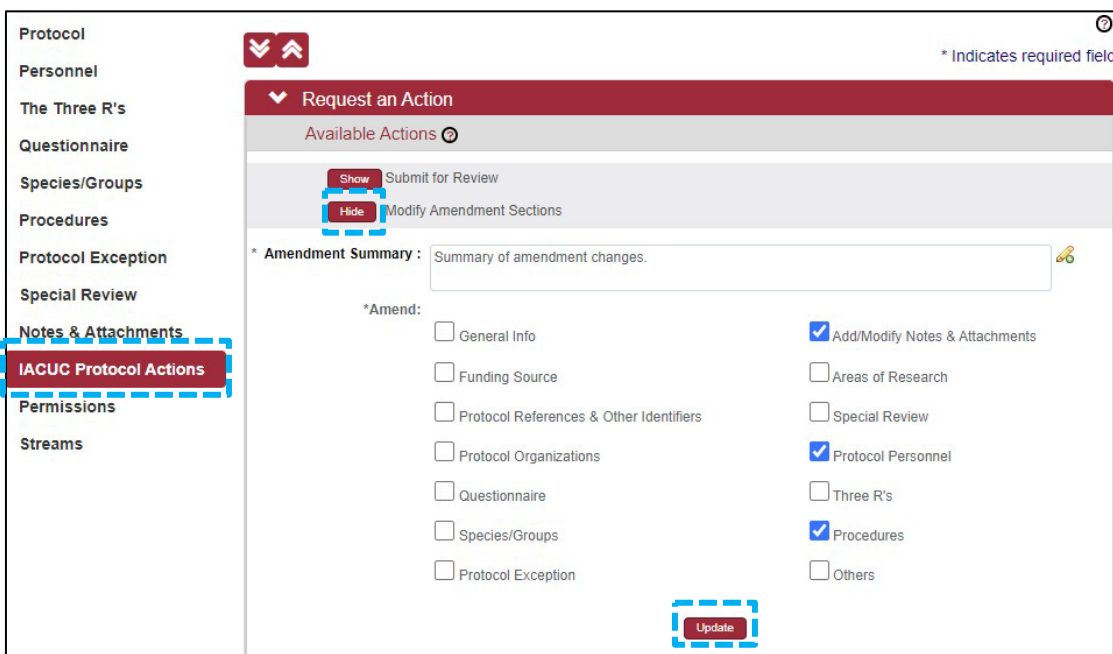4) Click the **perform action** link next to the protocol you want to amend.

Actions	Protocol/Permit Number	Protocol Type	Sequence Number	Investi
perform action	2305000093	Research	4	Nicholas Greene
perform action	2306000138	Research	0	Nicholas Greene

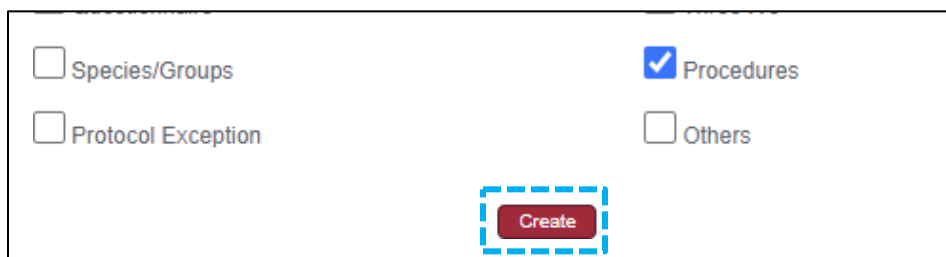5) Click the **Show** button next to Create Amendment to expand the section like the images below.
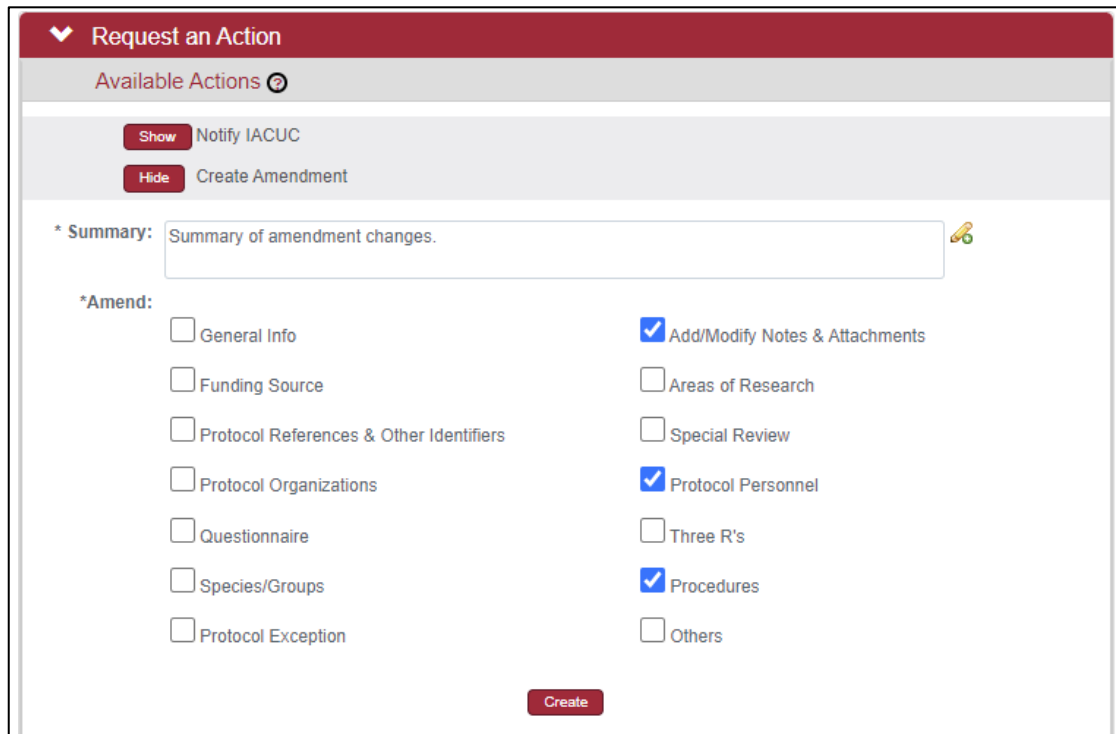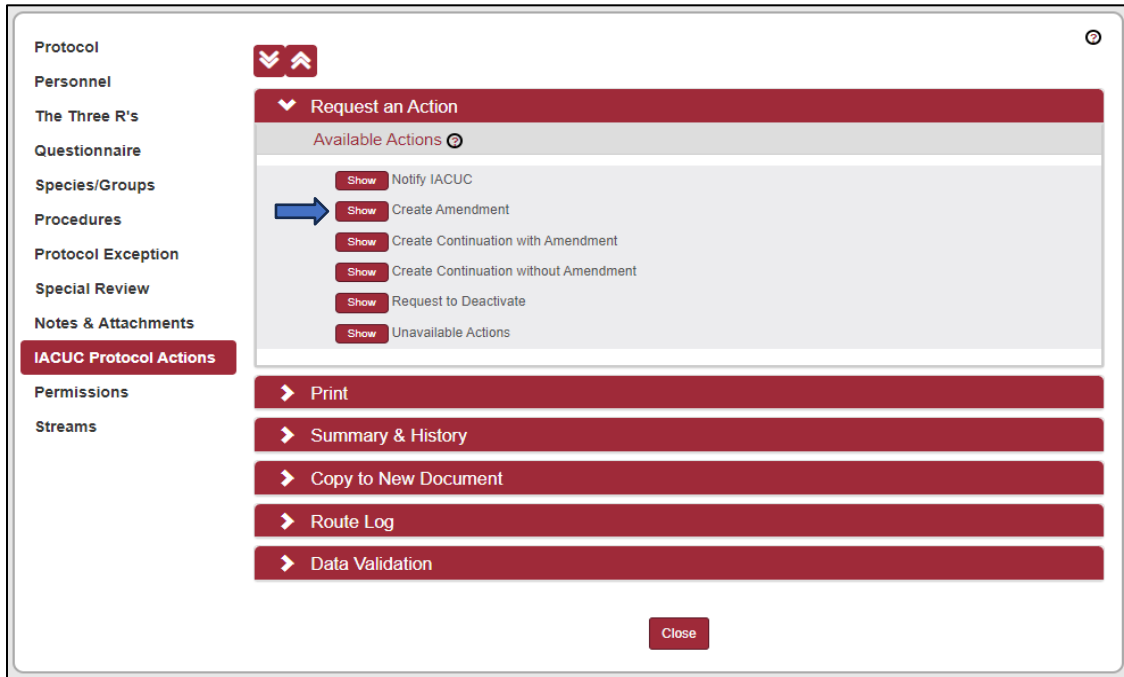
6) Provide a brief summary of the amendment in the **Summary** box.

    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.*
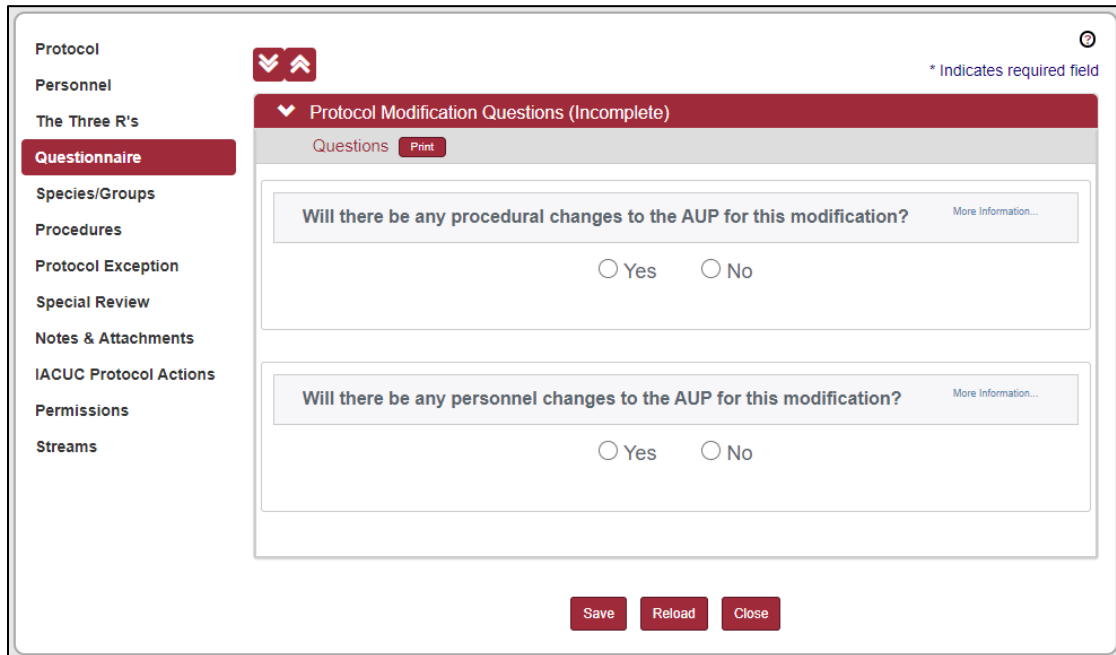

7) Once you have entered your summary and made your selections, click **Create** at the bottom of the section.

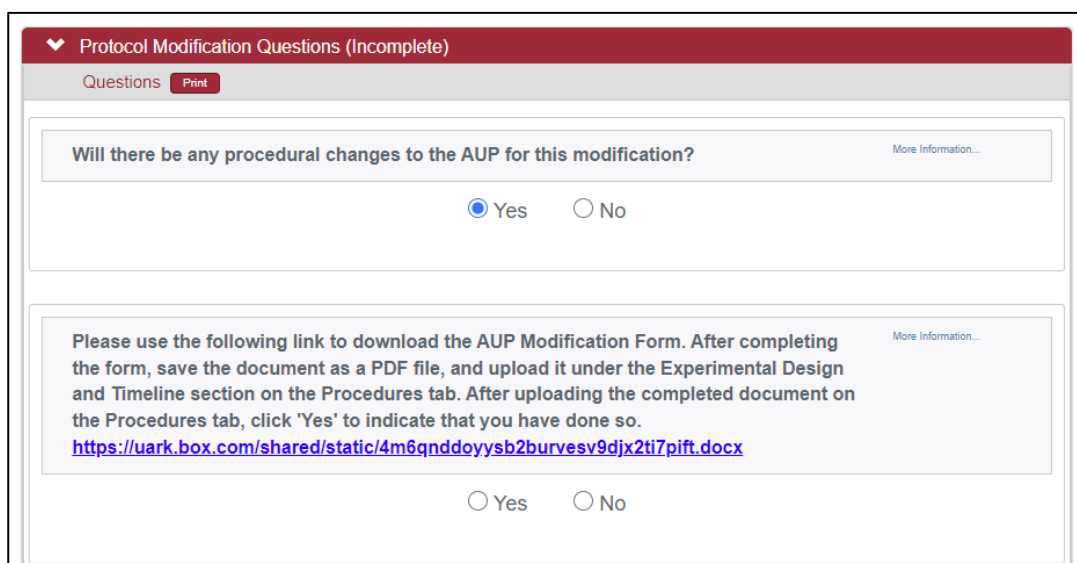*Note: Once you start an amendment, you will not be able to start an additional amendment of the same type until the first is approved. Please make sure to include all changes in the first submission.*

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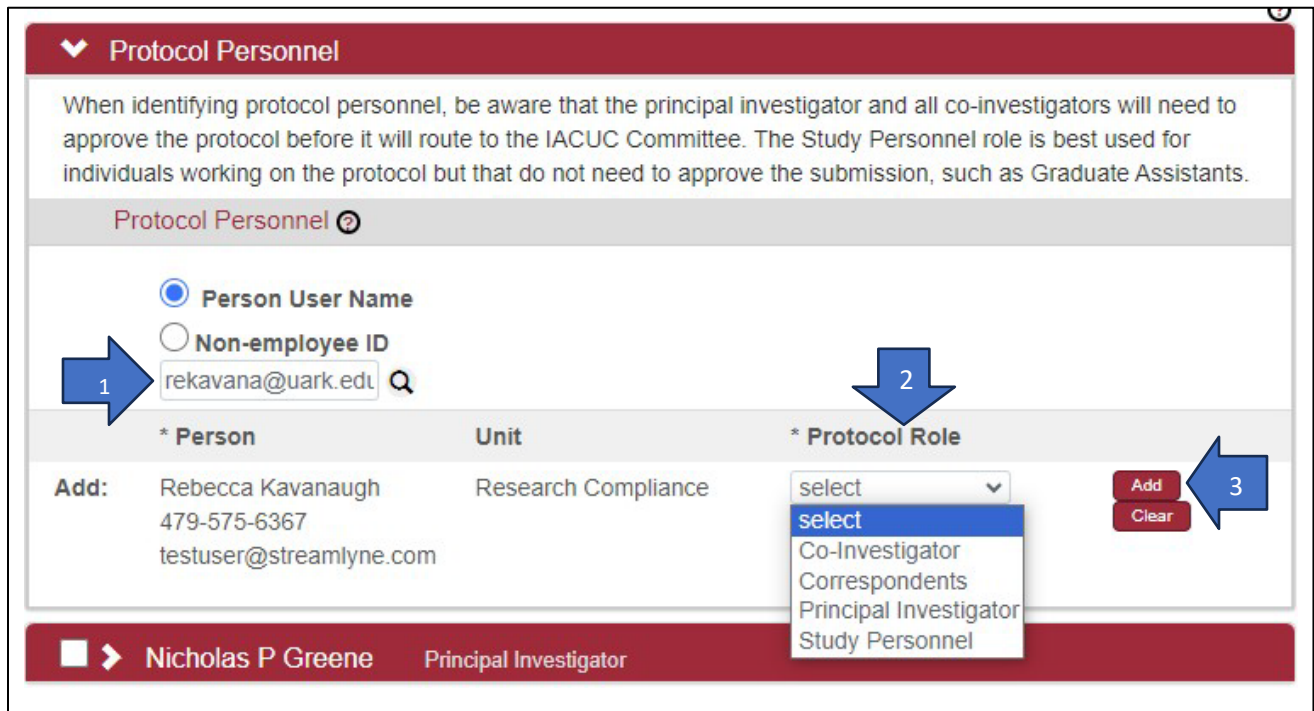
Selecting "Yes" for the personnel changes question will open a second section with a link to a form that will need to be completed, saved as a PDF, and uploaded into the questionnaire using the **Choose File** button. Once the file is selected, click the **Add** button to upload it into the questionnaire.

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.

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

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**.
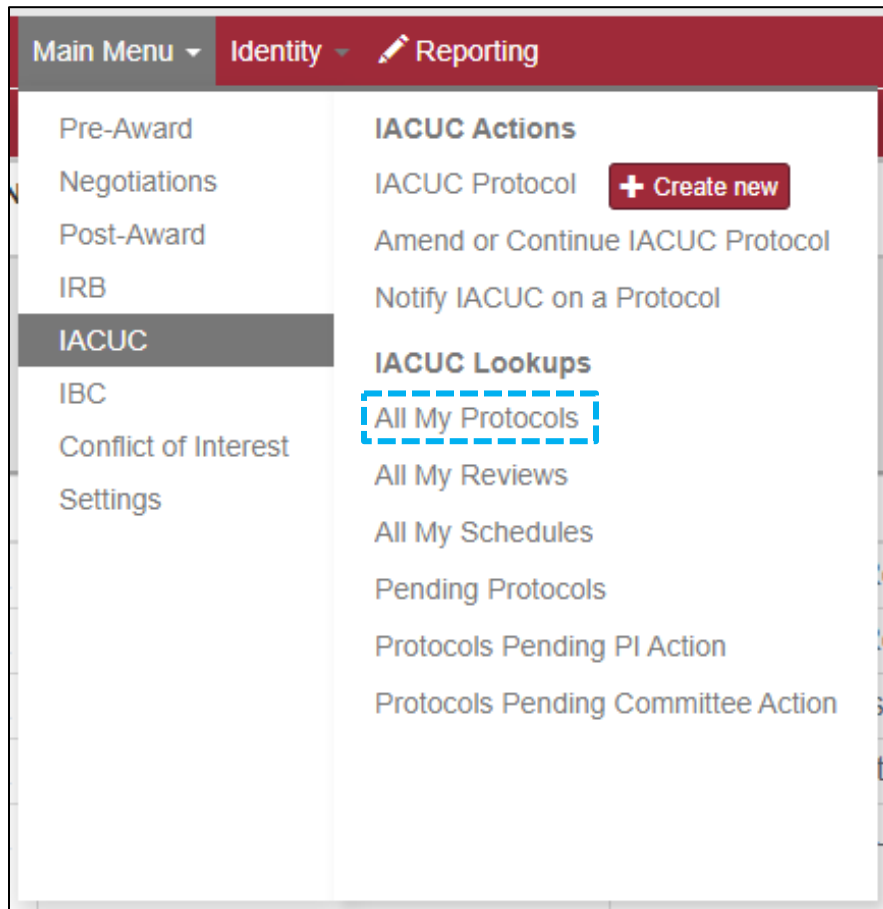
Amendments in the search listing will have an "A" followed by three numbers on the end of the protocol number. The protocol status should also show "Amendment in Progress" if you have yet to submit the amendment. Click the "edit" link in the **Actions** column to return to editing your amendment.

Actions	Protocol/Permit Number	Protocol Type	Sequence Number	Investigator	Title	Protocol Status	Approval Date	Expi D
edit copy view	2305000093A004	Research	0		May 30 Test	Amendment in Progress	07/06/2023	07/05