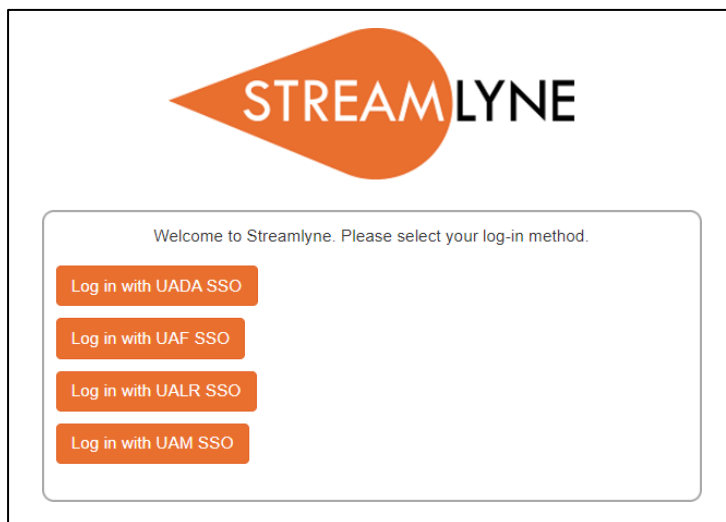
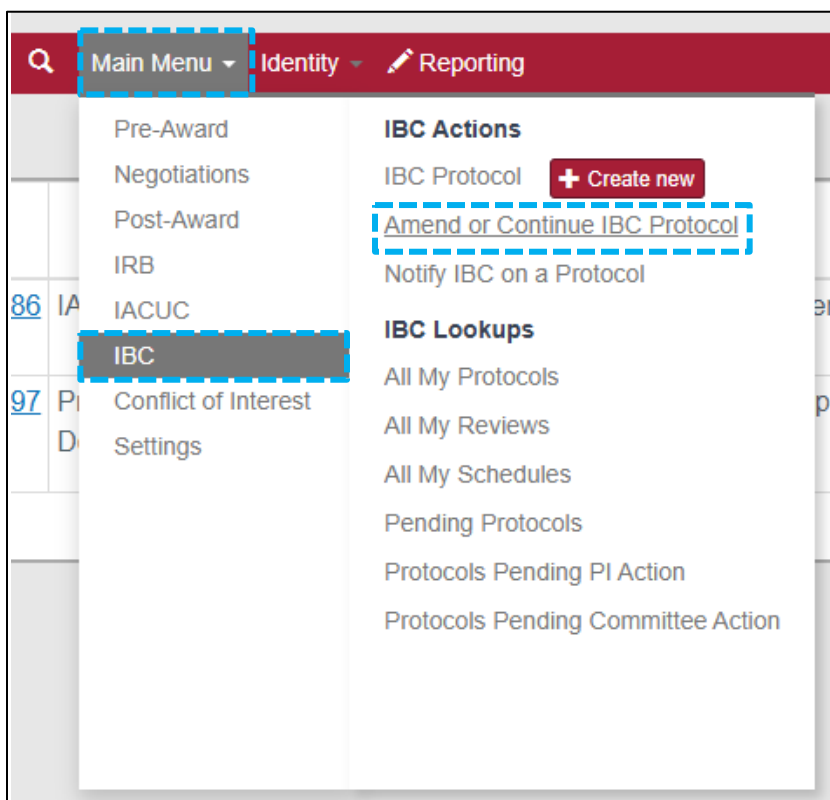


HOW TO CREATE AN IBC PROTOCOL AMENDMENT

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



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

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:

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:
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
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.

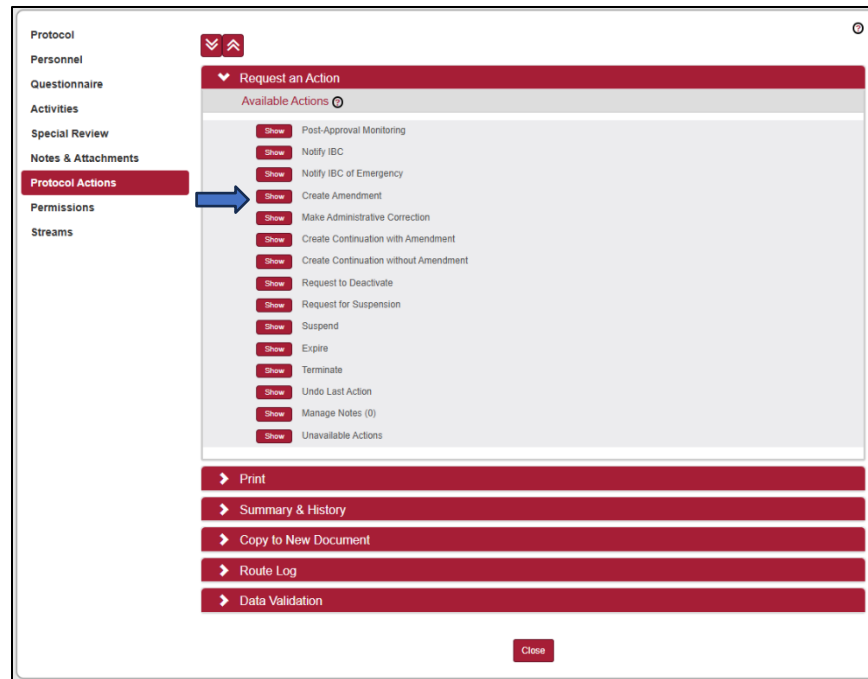
Export options: CSV | spreadsheet | XML

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

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

Actions	Protocol/Permit Number	Protocol Type	Sequence Number	Investigator
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.



Protocol
Personnel
Questionnaire
Activities
Special Review
Notes & Attachments
Protocol Actions
Permissions
Streams

Request an Action

Available Actions ⓘ

- Show Post-Approval Monitoring
- Show Notify IBC
- Show Notify IBC of Emergency
- Show Create Amendment
- Show Make Administrative Correction
- Show Create Continuation with Amendment
- Show Create Continuation without Amendment
- Show Request to Deactivate
- Show Request for Suspension
- Show Suspend
- Show Expire
- Show Terminate
- Show Undo Last Action
- Show Manage Notes (0)
- Show Unavailable Actions

Print

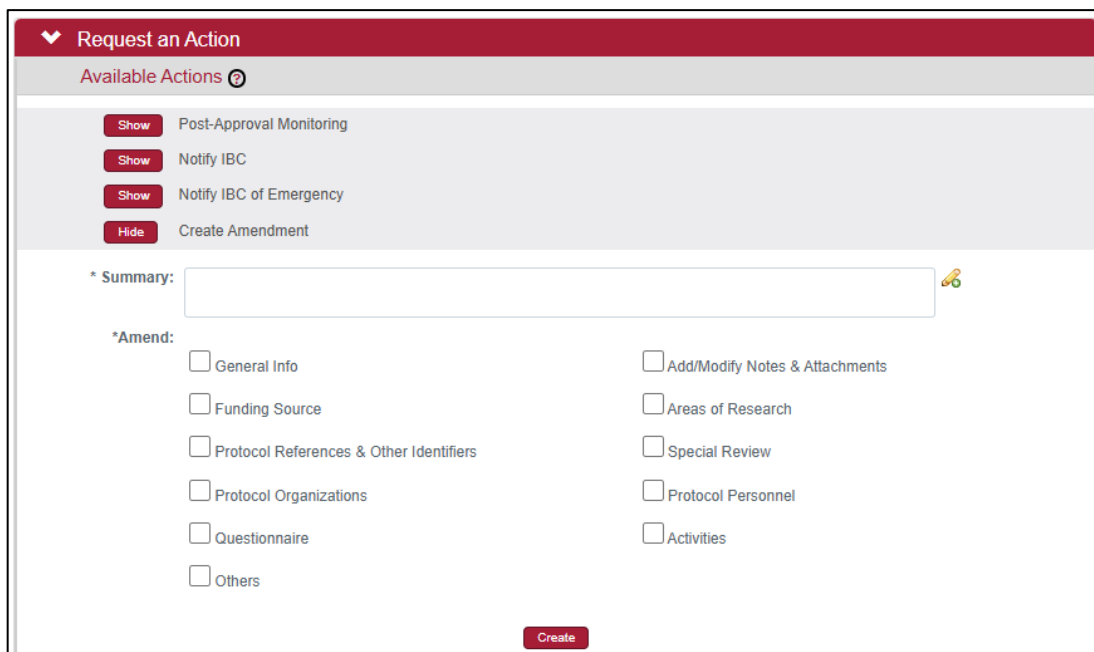
Summary & History

Copy to New Document

Route Log

Data Validation

Close

Request an Action

Available Actions ⓘ

- Show Post-Approval Monitoring
- Show Notify IBC
- Show Notify IBC of Emergency
- Hide Create Amendment

* Summary:

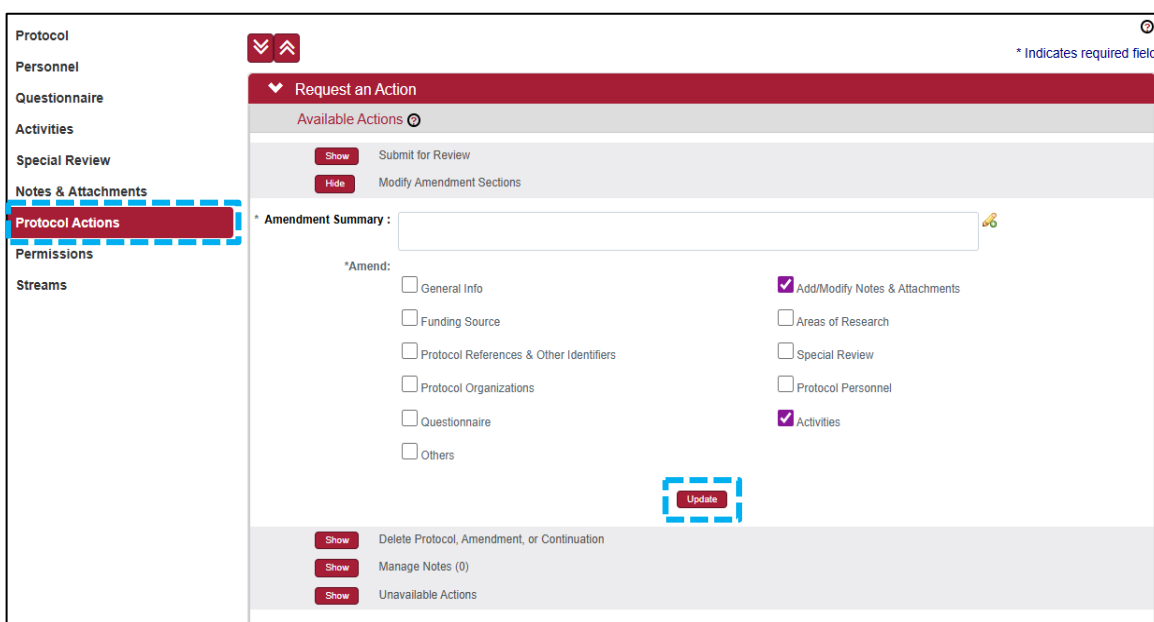
*Amend:

☐ General Info	☐ Add/Modify Notes & Attachments
☐ Funding Source	☐ Areas of Research
☐ Protocol References & Other Identifiers	☐ Special Review
☐ Protocol Organizations	☐ Protocol Personnel
☐ Questionnaire	☐ Activities
☐ Others	

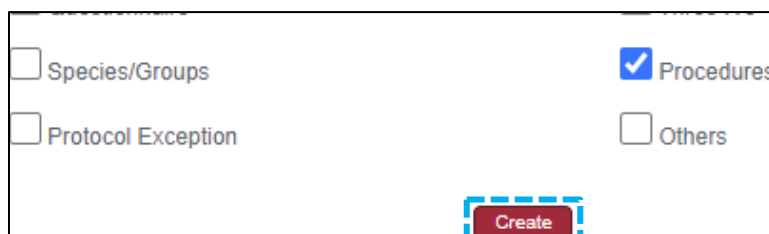
Create

- 6) Provide a brief summary of the amendment in the **Summary** box.
 - a. For procedural modifications, check the **Activities** 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 **IBC 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.

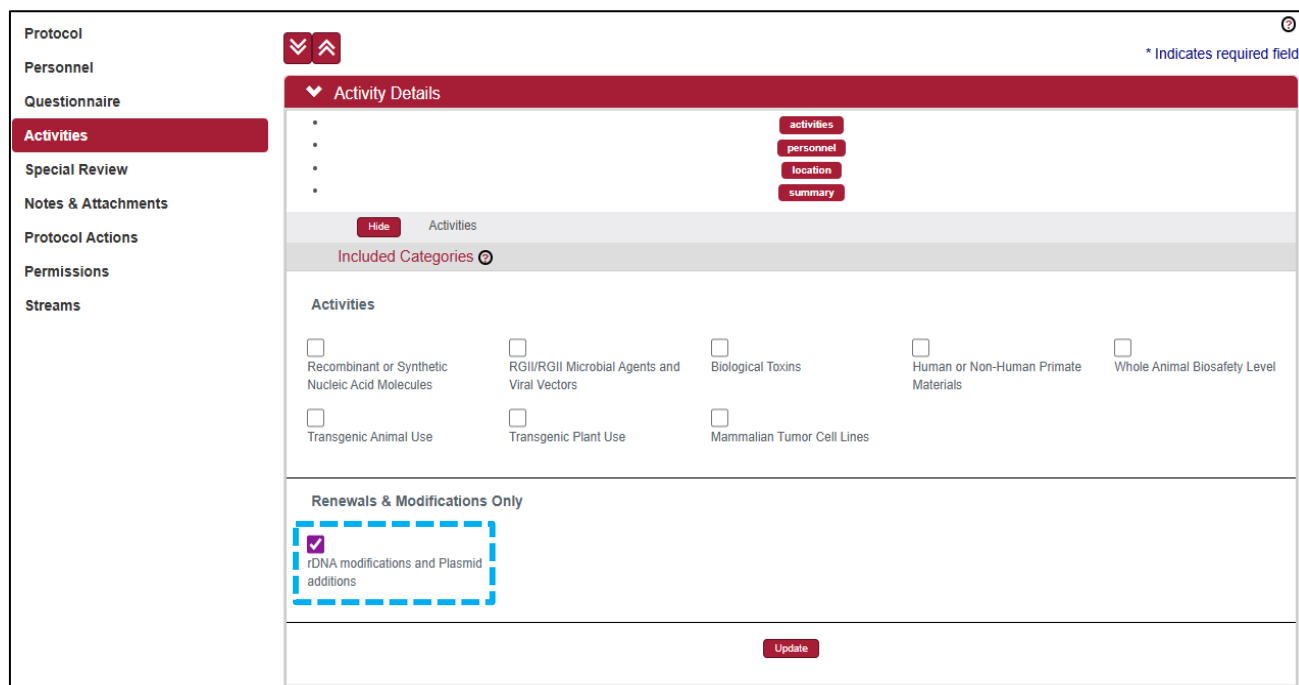


Note: Once you start an amendment, you will not be able to start an additional amendment of the same type until the first is approved. Please make sure to include all changes in the first submission

For assistance with personnel changes, review the reference guide for updating the **Personnel** tab here: [Module 5.2: How to Update the Personnel Tab](#)

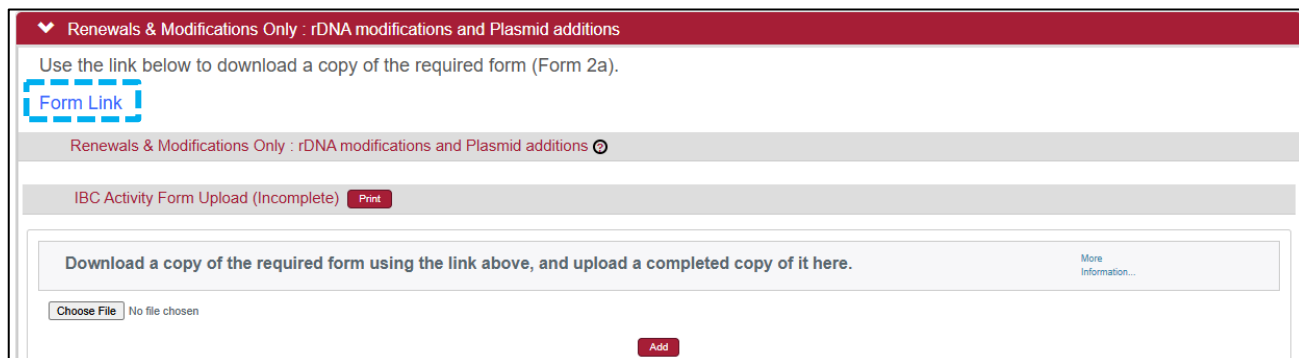
For assistance with procedural changes, review the reference guide for updating the **Activities** tab here: [Module 5.4: How to Update the Activities Tab](#)

For plasmid additions/changes, you will need to check the box for Activities in Step 6 above, and on the **Activities** tab, add the “rDNA modifications and Plasmid additions” activity.



The screenshot shows the 'Activities' tab of the IBC Protocol Amendment form. On the left is a sidebar with navigation links: Protocol, Personnel, Questionnaire, **Activities** (highlighted), Special Review, Notes & Attachments, Protocol Actions, Permissions, and Streams. The main content area has a red header 'Activity Details' with tabs for activities, personnel, location, and summary. Below this is a 'Hide' button and the text 'Activities'. A section titled 'Included Categories' contains a grid of checkboxes for various activities: Recombinant or Synthetic Nucleic Acid Molecules, RGII/RGII Microbial Agents and Viral Vectors, Biological Toxins, Human or Non-Human Primate Materials, Whole Animal Biosafety Level, Transgenic Animal Use, Transgenic Plant Use, and Mammalian Tumor Cell Lines. A dashed blue box highlights the checkbox for 'rDNA modifications and Plasmid additions' under the 'Renewals & Modifications Only' section. An 'Update' button is at the bottom right. A note '* Indicates required field' is in the top right corner.

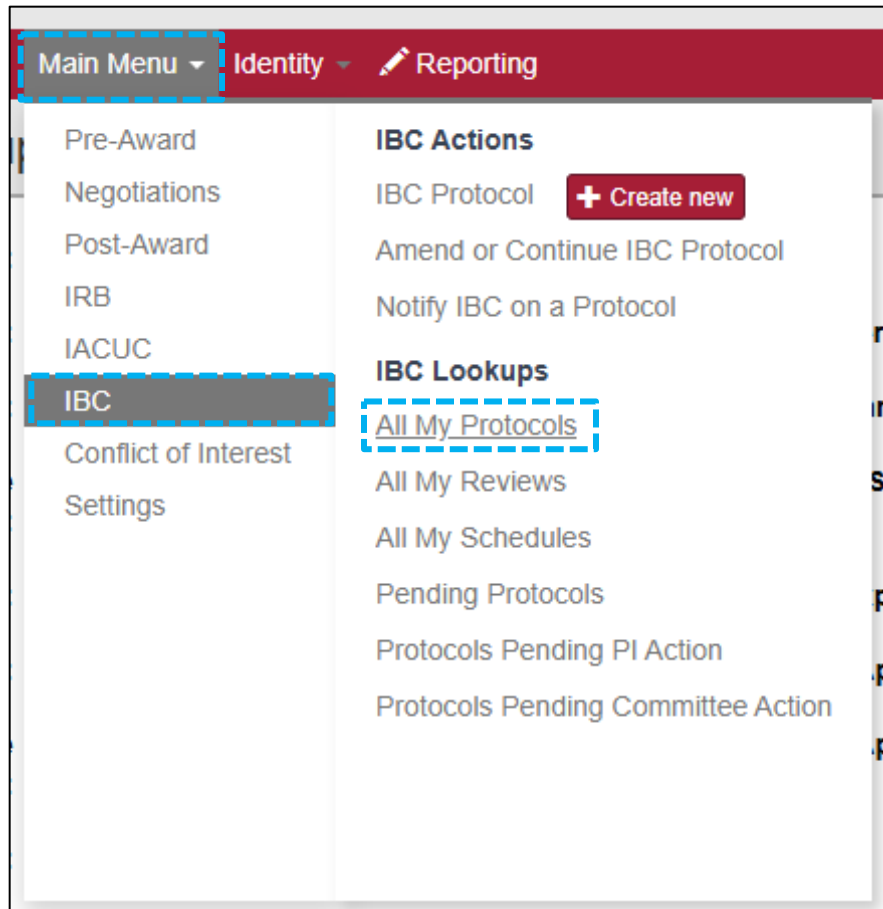
Download *Form 2a* using the “Form Link” in the activity panel and upload your completed form just as with any other activity on the protocol.



The screenshot shows the 'Renewals & Modifications Only' section of the IBC Protocol Amendment form. The header is 'Renewals & Modifications Only : rDNA modifications and Plasmid additions'. Below the header is a text box that says 'Use the link below to download a copy of the required form (Form 2a)'. A dashed blue box highlights a 'Form Link' button. Below this is a section titled 'Renewals & Modifications Only : rDNA modifications and Plasmid additions' with a 'Print' button. At the bottom, there is a text box that says 'Download a copy of the required form using the link above, and upload a completed copy of it here.' with a 'More Information...' link. Below this is a 'Choose File' button with the text 'No file chosen' and an 'Add' button.

HOW TO RETURN TO AN IBC 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 > IBC > 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
edit copy view	2305000093A004	Research	0		May 30 Test	Amendment in Progress	07/06/2023	07/05/2024