

Amend Submissions

This Quick Guide provides instructions for amending (modifying) an approved submission (creating a 'Follow-On Submission').

From the submission workspace, click **Create Amendment**.

Approved

Next Steps

- View Submission
- Printer Version
- View Differences
- Create Amendment
- Create Continuing Review
- Create Safety Incident

SAFETY0000039

Biosafety Submission

Principal Investigator: ra16 ra16	Submission Type: Initial Submission	
Specialist: ra08 ra08	Safety Review Type: Biosafety	
Primary Contact:	Letter: Correspondence_for_SAFETY0000039.pdf(0.01)	
Admin office: Safety	Last day of continuing review period: 6/14/2019	
	Approval Date: 6/15/2018	

History
Documents
Reviews
Contacts
Snapshots
Follow-on Submissions
...

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Note: An approved submission can have only one outstanding amendment at a time.

Select the area of the submission you would like to amend.

Amendment Request

Only one amendment can be active at one time, i.e., the first amendment must be approved, denied, or withdrawn before the second amendment can be created.

1. * Amendment short title: ?

2. * Amendment types: ?

- Significant (PI, purpose, materials, or classifications)
- All Other (protocol team membership and all other changes)

Note: select both checkboxes to open the entire submission up for modification (ability to edit all SmartForm pages). A single checkbox selection only allows for a subset of the SmartForm pages to be displayed.

Provide a description of the changes.

3. * Describe the changes: ?

Provide a rationale for the changes.

4. * Describe the rationale for the changes:

When you have completed making edits to the various SmartForm pages, click **Exit**. The system will display the Amendment workspace. Click **Submit** for the Amendment to be submitted to the Safety office.

Pre-Submission

Amendment Next Steps

Edit Amendment

Printer Version

View Differences

Submit

Manage Guest List

Manage Ancillary Reviews

Add Comment

Discard

msuKcIntegration

AMEND0000004

Amendment for SAFETY0000039

Principal Investigator: ra16 ra16

Specialist:

Primary Contact:

Admin office: Safety

Submission Type: Amendment

Safety Review Type: Biosafety

Letter:

Last day of continuing review period: 6/14/2019

Approval Date:

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    A([Pre-Submission]) --> B([Specialist Review])
    B --> C([Committee Review])
    C --> D([Post-Review])
    D --> E([Review Complete])
    B --> B1([Clarification Requested])
    B1 --> B
    C --> C1([Clarification Requested])
    C1 --> C
    D --> D1([Modifications Required])
    D1 --> D
    
```

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Activity	Author	Activity Date
Amendment Created	ra16, ra16	6/18/2018 8:14 AM

Notes:

- The system only allows the Principal Investigator to submit the Amendment to the Safety office.
- A system-generated unique identifier is assigned to the Amendment.
- When the Amendment is approved, the changes are published into the approved (parent) submission.