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.

**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Only one amendment can be active at one time, i.e., the first amendment must be approved, denied, or withdrawn before the second amendment can be created.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:* Amendment for SAFETY0000039

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.

**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.