


**Creating an amendment**

 > Home > Approved applications > Application ID > Amendment

A pop-up window will open. Within this window select 'start amendment' and click OK

If an amendment form does not open when you click OK, then you have pop-up blocking software on in your browser. Even if you believe you have allowed pop-ups, there may be additional toolbars, that are blocking your pop-ups.

Alternatively, if this option is still not available, then an amendment or a progress report/ submission may be active. Check the 'Applications (In-preparation/Submitted)' section to see if the study is listed there. Please note that once the submission of an amendment has occurred, you will not be able to start a progress report application until the amendment has been reviewed and approved. If the ethics expiration date is near, please complete a progress report before creating an amendment. Once processed, you will then be able to submit an amendment.

Please attach documents at the bottom of the amendment form.

Once completed click SUBMIT FORM