



Amendments



Important Note:

- Each oversight committee may have slightly varying requirements on what they expect in the documentation described below. If unsure, please contact your ORCA support personnel (see webpage for assistance).
- Every amendment is independent from another. For example, to add or remove personnel to all active projects, a separate amendment must be made to each Project individually. No longer can an amendment list all protocols and the requested change. One Project per amendment.
- Failure to follow this process will result in a delay when processing your amendments.

Making an Amendment:

1. Click the title of the desired Project.
2. **Create New Package.**
3. Complete and upload the Amendment Form. On this form, you are **REQUIRED** to indicate where information was changed. Specify the document (if necessary), section, and what information is being amended.
4. Make the described changes to **ALL** forms which contain the information being revised or corrected. If these changes involve the Online Document (**IRB Application Part A or IACUC/IBC Application Form**) be sure to revise this document via the Pencil icon in the table near the bottom of the Designer page.
5. Ensure that ALL Training is linked and valid.
6. Select "Sign Package". Endorse as needed.
7. Select "Submit Package", choosing the appropriate committee.

[279344-2] IACUC: Role of altered FKBP51 in growth and metastasis of melanoma in nude mice.
This package is: **Locked - Revisions Complete** | [View History](#) |

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.
Select a Library: | Select a Document: |

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.
New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Amendment/Modification	FKBP51-IACUC_S_IBC_Amendment Application.pdf	01/18/2012 03:13 PM	
Protocol	IACUC Protocol Application FKBP51.pdf	02/01/2012 10:30 AM	
South Alabama - IACUC/IBC Application Form	South Alabama - IACUC/IBC Application Form	01/18/2012 03:10 PM	

There are 22 Training & Credentials records linked to this package. | [View All Links](#) |

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more](#).

(When should I do this?)

OR

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	
1	Protocol	Transfer to IRBNet Protocol	10/17/2011 10:07 AM	10/17/2011	Approved	

If unsure, please reference the IRBNet Guides or ask for help, see below:

Please reference the guides on the webpage below and your respective committee's webpage for assistance. If additional needs exist, please contact the appropriate personnel below:

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