# How to Submit an Amendment in KP for an IACUC Protocol

On an approved protocol the Amend button will be available if you need to modify the protocol (i.e. add/remove personnel, modify or add procedures, change drug dosage/route, etc.). When an Amendment is initiated, it creates a separate request form under the same protocol number and once approved it merges the changes back into the original.

Please note, that only one outstanding action can be done on a given protocol. If another review form is already initiated on a protocol the Amend and Renew action buttons will be greyed out in the existing approved protocol.

1. Go to https://colostate.kuali.co/protocols/ and select "CSU System" to log in with your CSU NetID and password.

2. Select the protocol you wish to amend.
3. Click 'Amend' located to the right side of the protocol.
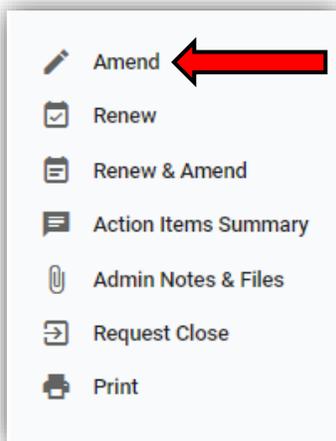
4. In the **Amendment Request** section, please briefly describe the changes to be made and provide justification for the proposed amendment. Please be sure to update the protocol itself to reflect the requested changes in the appropriate/corresponding sections of the protocol.
*** In the project description, please add amendment details at the bottom with a heading of "Amendment Month/Year". Please do NOT incorporate modifications within the already approved study information when updating the project description.*
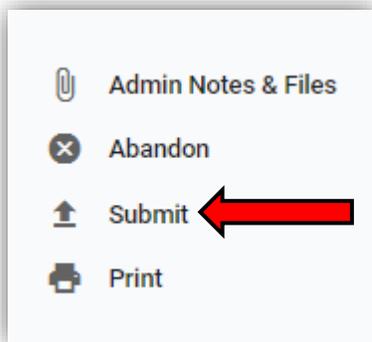

5. Once you have completed your Amendment request, please click on 'Submit' located on the right side of the protocol.

Your Amendment submission will appear in the Manage Protocols page along with the most recent approved version of your protocol.

The Submission Type column will display "Amendment" and the Status column will display "Submitted for Review." Once your submission is approved, disapproved, or abandoned it will no longer appear in the Mange Protocols screen.

If it is Approved, then any changes will be merged into the protocol and can be accessed by opening the current Approved version of your protocol.