Create & Submit: Administrative Change or Amendment

Important Notes:
- Changes are made to the latest approved protocol record.
- Any changes in-progress will not be reflected in the protocol record.
- Only one Administrative Change and one Amendment can be in process at a time.

1. Search for the protocol record:

- On the row with the approved protocol record, click ‘Create New’.
- Select the submission type from list.
  
  Note: If an Administrative Change or Amendment is in-process, that submission type is not available.

2. The protocol record window opens and shows the change type selected:
3. At the main form, uncheck the ‘Complete’ checkbox at the top right to open form to make changes:

4. On the General Information page, complete the questions highlighted below:

1) Be sure to check “no” to the question “is this a three year renewal?”
2) Select type of change from ‘Type of Submission’ drop down menu.  
   Note: The type of change selected here must match the change type selected in Step 1. If the wrong type was selected in Step 1, close both windows and start over. Contact ARPP to remove incorrect submission from a record.
5. A new page opens for change type selected:

- Click on new page and complete this page
- Update the Main Form and/or Species Specific Form(s) (if applicable).
- Note- Species Specific Form(s):
  - If changes are required on a Species Specific Form, navigate to the Species page and open the Species Specific Form.
  - The Species Specific Form will open in a new window.
  - Uncheck the complete checkbox to open this form for editing.
  - Once all changes are complete- check the ‘Complete’ checkbox. This closes the Species Specific Form window.

6. At the Main Form window, check the ‘Complete’ checkbox to save changes.

- Close out of the Main Form window.

7. Go back to the Protocol Record window and click the ‘Submit’ button.
8. **Amendment Submissions only** - Certification window opens (if you are the PI- does not appear for Delegate):
   - Review the certification statement.
   - Click ‘Accepted’ or ‘Declined’ radio button.
   - Click the ‘Continue’ button.

   - The change has been submitted for review.