1. Introduction

Once an application has been approved by the Ethics Committee, any required changes to the project needs to be made to the original application. A request must first be made to the Ethics team to unlock the application to allow an Amendment Request to be submitted. This request should be made by the PI, or the HoD / Academic Head.

For AHREC applications, if the initial application was previously submitted by email (prior to Ethics RM being implemented) please follow the guidance below.

For UAHPEC or AHREC applications that were initially submitted through Infonetica, please refer to the guide Infonetica Ethics RM – Amendment Request (original application in Infonetica)

2. Request original application to be unlocked

- An amendment to a previously approved application can be submitted by amending the original application form
- Before any changes can be made to the original application, a request must be made to the Ethics team to have the application unlocked to enable updates to be made

A. Within the home (Work Area) page, a list of all your applications (projects) are displayed. For projects that originated within InfoEd or were emailed, the InfoEd number precedes the project name

B. Click on the relevant application to open it

C. As the Form Status is Approved, the application will be locked, and no changes can be made

D. Click on the Correspondence tab

E. Click on + New Correspondence

F. Type your message, requesting the application be unlocked to allow an Amendment to be requested

G. Click Send

- This correspondence will be sent to the Ethics team, who will review and unlock the form
- An email notification will be issued confirming the form is unlocked, enabling you to make changes (see over)

NB Only the PI or HoD can request to unlock an application

NB The same process should be followed for any subsequent amendments

For AHREC applications, if the initial application was previously submitted by email (prior to Ethics RM being implemented) please follow the guidance below.

For UAHPEC or AHREC applications that were initially submitted through Infonetica, please refer to the guide Infonetica Ethics RM – Amendment Request (original application in Infonetica)
3. Commencing the Amendment Request

A. When the Ethics team unlock your application, an email notification will be issued confirming the form is unlocked, enabling you to make changes.

B. Click on the link within the email notification to access the application form.

C. Click **Update** to bring up the newest version of the application form. **Only the PI / Supervisor can Update.**

D. Click **Update**

E. Select **Introduction – PLEASE CLICK HERE TO START**

F. Select **Amendment request – InfoEd Application**

G. Click on the **Next** action button

H. Select **Amendment request – InfoEd Application**

I. Click on the **Navigate** action button

J. **Select Submission and Sign off**

K. Click **Amendment Request.**

L. Type a succinct summary, in bullet point format, of all the changes included within this Amendment Request.

M. If the amendment includes change of personnel, select **Yes** and continue to **3a Change of Personnel**;

   Otherwise select **No** and continue to **3b Other Changes**

NB: The summary of changes should include:
- any change of PI;
- adding or removing research team members (including students);
- requesting an extension of the approval period and;
- any other changes to the project procedures or documents, as applicable.
3a. Change of Personnel

A. Select the **Navigate** action button

B. Click **Applicants** (Section 1)

C. If there has been a change in PI, search for, select and add the name and details of the new PI

**NB** You must search for the new PI by typing the name within the Search User box. The system won’t allow you to overtype the existing applicant details (as the fields are greyed out).

D. To add any new research team members, including students, select **Add Another** in the appropriate part of the application and enter their details

**NB** Personnel from a migrated application will not show. Select 'Yes' for the relevant personnel type to populate personnel originally named on the application e.g. Are there any other investigators involved in the project (excluding student researchers)?

E. Select the **Navigate** action button again

F. Select **Submission and Sign off** (Section 13)

**NB** Do not upload any new or amended documents within Section 15, these should be uploaded within Section 13

3b. Other Changes

A. Select the **Navigate** action button

B. Click **Migrated from InfoEd** (Section 15)

C. All documents associated with the approved InfoEd application are available

D. Select **Download** to access the relevant document, make the required changes using tracked changes or highlighting

**NB** C. All documents associated with the approved InfoEd application are available

E. Select the **Navigate** action button again

F. Select **Submission and Sign off** (Section 13)

**NB** Do not upload any new or amended documents within Section 15, these should be uploaded within Section 13

**NB** If a PI has left the University and the project has a new PI, attach approval for the change from the Academic Head in Section 13. Contact the Ethics team to assist with the transfer of the application.
4. Uploading documents

- All amended or new documents should be uploaded within section 13 (Submission and sign off).

   **Attach amended documents**
   - Make changes to previously approved or add new documents as relevant:
     - All documents associated with the approved InfoEd application can be found in section 15.
     - Download the relevant document(s), make the required changes using tracked changes or highlighting.
     - Attach the amended or new document(s) in section 13 (Submission and sign off).
     - Explain in the summary if documents were amended or new, or if no changes to previously approved docs were required.

   **Upload Document**

   **A.** To attach a document, click on **Upload Document**

   **B.** Click on **Browse** to search for the document

   **C.** Search your drives/folders for the relevant document and when selected click on **Open**

   **D.** The **document name** will be displayed in Ethics RM

   **E.** For documents that have mandatory requirement (e.g., CVs, Protocol), click in the **Version Date** field to bring up the calendar and select the relevant date

   **F.** Enter the **Version number** (when mandatory)

   **G.** Click on **Upload**

   **H.** The document details will be displayed

   **I.** Click on **Upload Document** to repeat the process if required

5. Changing an uploaded document

- If an incorrect document has been added then this needs to be deleted and the correct one uploaded.

   **Delete**

   **A.** Within the relevant section where the document was added, click **Delete**

   - Repeat steps A – G within section 4. Uploading documents to upload the correct document

   **NB**
   - If a document has been replaced following a request for further information by the Ethics Team, please enter a new version number so the pre-screener and Reviewer know this has been updated

6. Completing the Amendment Request

**A.** To submit the application, please click **Sign**

- **Sign-Off must be done by the Principal Investigator or Supervisor only.**

   **B.** Click **No** to confirm you are not a student

   **C.** Click **Sign**

   **D.** Click **Sign**

   **NB**
   - HoD sign off is NOT required for an Amendment Request.

7. Subsequent Amendment Requests

- This same process should be followed for any subsequent amendment requests

- A fresh ‘summary of changes’ box should be completed for each subsequent change