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.

If the initial application was previously submitted by email (prior to Ethics RM being implemented), the amendment request should be emailed as a PDF to ahrec@Auckland.ac.nz, using the amendment request form available on the AHREC intranet page.

2. Submit request for 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. From the home page, click on the relevant application to open it

B. As the Form Status is Approved, the application will be locked and no changes can be made
C. Click on the Correspondence tab
D. Click on + New Correspondence
E. Type your message, requesting the application be unlocked to allow an Amendment to be requested
F. 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
3. Completing 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** to access the application form

C. Click on **Project Details**

D. Select **Amendment Request** from the ‘application type’ drop down list

E. Type a summary of the changes included within the Amendment Request

F. Click on **Navigate** to display the form sections,

G. Select the relevant sections and update the content as required

4. Submitting the Amendment Request

H. When all amendments have been made, click **Approval sign-off**

I. Click on **Sign**

J. Click **Sign**

The form will be automatically submitted to the Ethics team

**NB**

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

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

5. Subsequent Amendment Requests

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

**NB**

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