

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.

NB For AHREC applications, 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

NB For UAHPEC applications that were submitted through InfoEd, the amendment request should be submitted through InfoEd until 30 June 2020. Thereafter, Ethics RM should be utilised

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

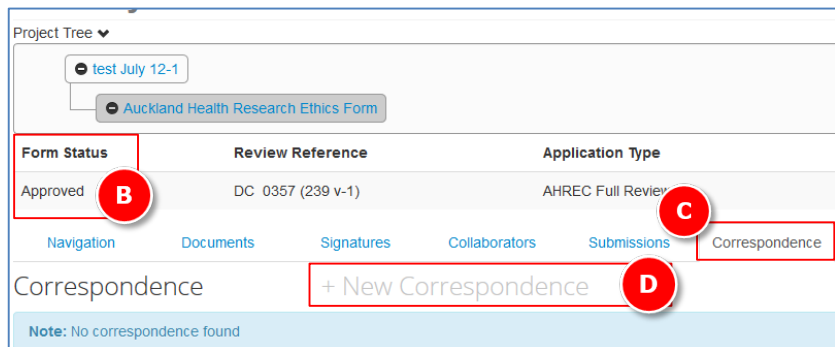


The screenshot shows a 'Work Area' dashboard. On the left is a navigation menu with icons for Home, Notifications, Actions, Create Folder, Delete Folder, Create Project, Delete Project, Duplicate Project, and Transfer. The main area displays 'General' statistics: Notifications (110), Signatures (2), Transfers (0), and Shared (12). Below this is a 'Projects' table with columns for Project Title, Project ID, Owner, Date Created, and Date Modified. Two projects are listed: 'test July 12-2' (ID 361, Owner Mr Dens Pulickakandathil Thomas, Date Created 12/07/2019 11:40) and 'test July 12-1' (ID 357, Owner Mr Dens Pulickakandathil Thomas, Date Created 12/07/2019 10:19). A red box highlights the first project row, and a red circle with the letter 'A' is next to 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

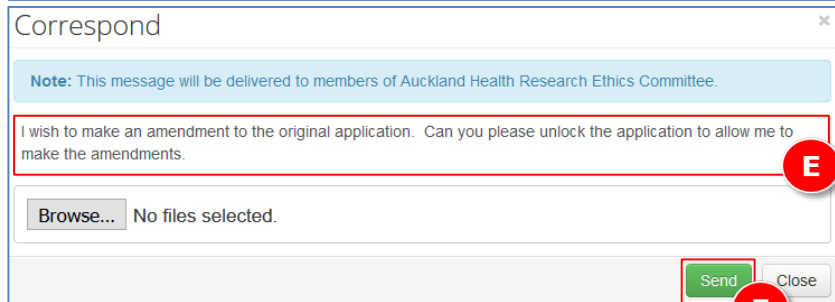
D. Click on + **New Correspondence**



The screenshot shows the 'Project Tree' with a tree view containing 'test July 12-1' and 'Auckland Health Research Ethics Form'. Below this is a table with columns 'Form Status', 'Review Reference', and 'Application Type'. The first row shows 'Approved', 'DC 0357 (239 v-1)', and 'AHREC Full Review'. A red box highlights the 'Approved' status, and a red circle with the letter 'B' is next to it. Below the table are tabs for 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', and 'Correspondence'. The 'Correspondence' tab is selected. A red box highlights the '+ New Correspondence' button, and a red circle with the letter 'D' is next to it. A red circle with the letter 'C' is next to the 'Correspondence' tab label.

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

F. Click **Send**



The screenshot shows the 'Correspond' form. It has a title bar 'Correspond' and a close button. A note at the top says: 'Note: This message will be delivered to members of Auckland Health Research Ethics Committee.' Below this is a text input field containing the message: 'I wish to make an amendment to the original application. Can you please unlock the application to allow me to make the amendments.' A red box highlights this text field, and a red circle with the letter 'E' is next to it. Below the text field is a 'Browse...' button and the text 'No files selected.' At the bottom right are 'Send' and 'Close' buttons. A red box highlights the 'Send' button, and a red circle with the letter 'F' is next to it.

- 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

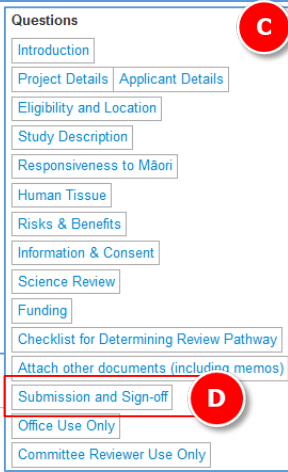
- A. When the Ethics team unlock your application, an **email notification** will be issued confirming the form is unlocked, enabling you to make changes
- B. Click on the **link** to access the application form



➤ For AHREC & UAHPEC applications follow [3a.] below, for BSC applications follow [3b.] below

3a. Complete Amend Request (AHREC & UAHPEC)

- C. Select the relevant sections and update the content as required
- D. When all amendments have been made, click **Submission and Sign-off**



- E. Click **Amendment Request**
- F. Type a summary of the changes included within the Amendment Request
- G. Click **No** to confirm you are not a student
- H. Click **Sign**

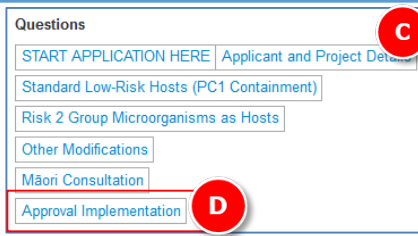
NB HoD sign off is NOT required for an Amendment Request.

- I. Click **Sign**



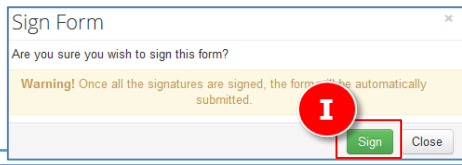
3b. Completing the Amendment Request (BSC)

- C. Select the relevant sections and update the content as required
- D. When all amendments have been made, click **Approval Implementation**



- E. Click **This is an application to amend or renew..**
- F. Type a summary of the changes included within the Amendment Request
- G. Tick the Check Box to confirm have read and understood the conditions
- H. Click **Sign**

- I. Click **Sign**



4. 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