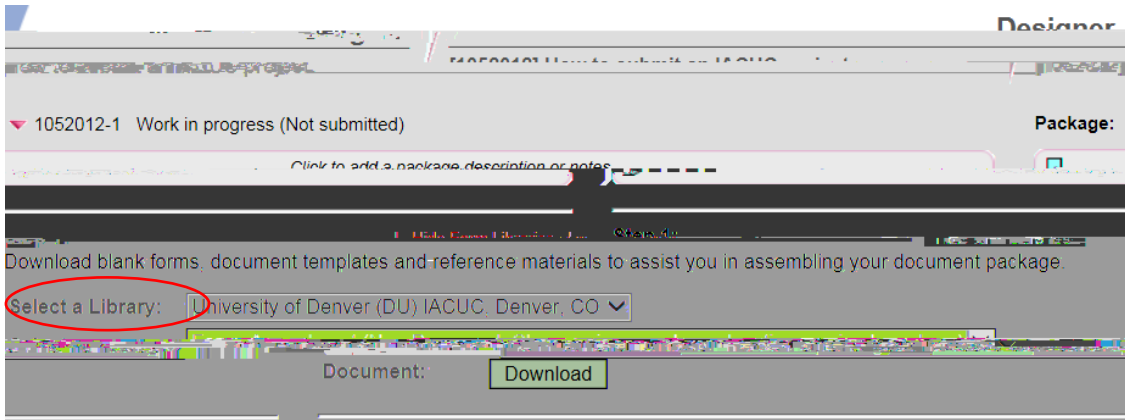
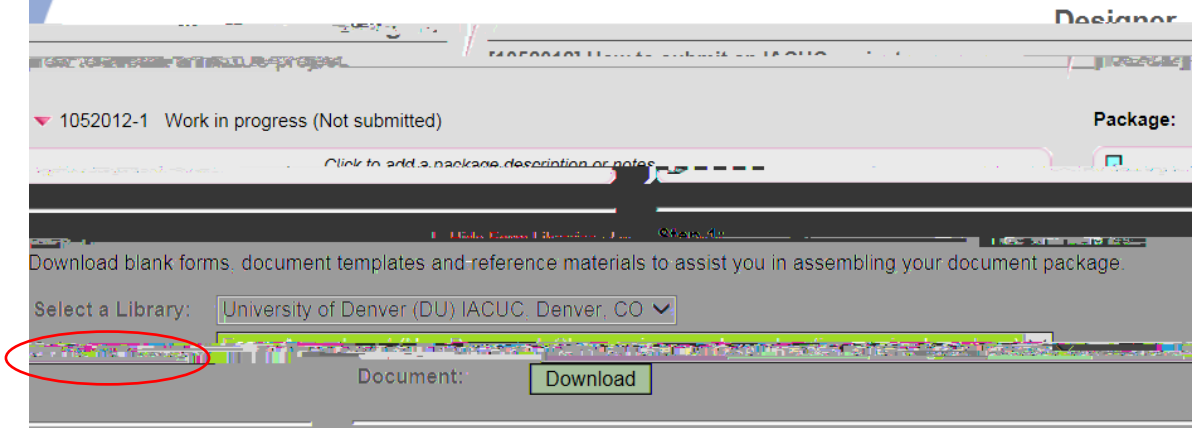


The PHS Policy (IV,B,7) and the AWAR (2.3,c,7) require PIs to seek IACUC approval for protocol modifications. The purpose of a protocol amendment is to modify a previously approved animal use protocol. All animal procedures, manipulations, and actions must have documented IACUC approval prior to b

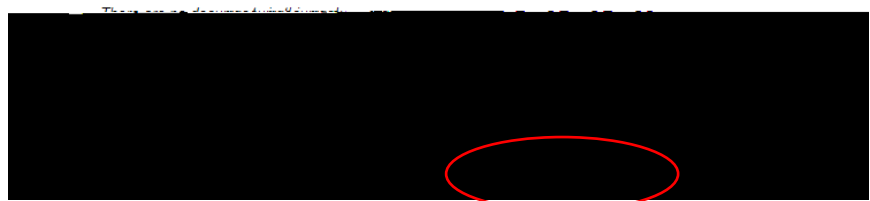
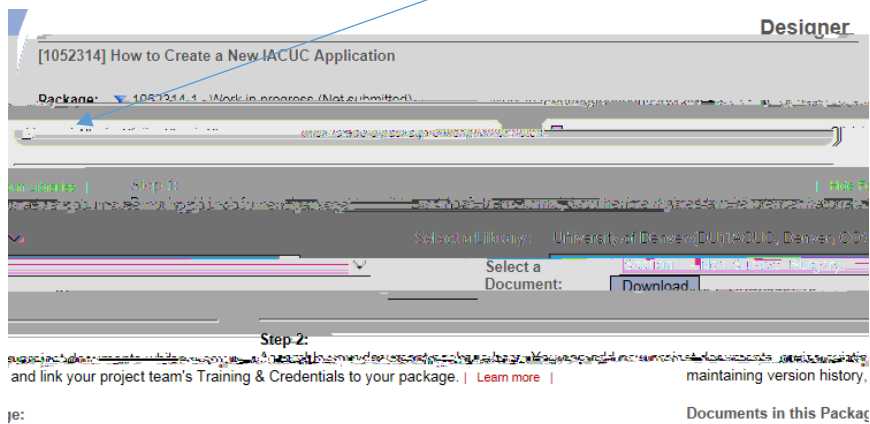
Referencing the diagram below, select 'University of Denver (DU) IACUC , Denver, CO Documents for Researchers' from the 'Select a Library' drop-down menu.



Next, Select a Document : choose either Form – Amendment (Non -Personnel; Changes in procedures, 35 Td (0o)-17.6 (cat)-6.3 (i) Td (0o)-5.5 (n)-5.4 (s,)-1.1 post the document) under Step 4.5 (a35 Td (0 n)-5 2: Documents in this Package








As an optional feature - click on the yellow icon  to add a package description or notes (i.e. Amendment Application)







Continue to assemble your submission package through adding other forms from the IACUC Library relevant to your research project (i.e., Section L – Non-Survival Surgery) until all documents have been added.

Repeat the steps to attach new documents until all documents have been uploaded to your package. If you need to modify or change a document, utilize the following icons:

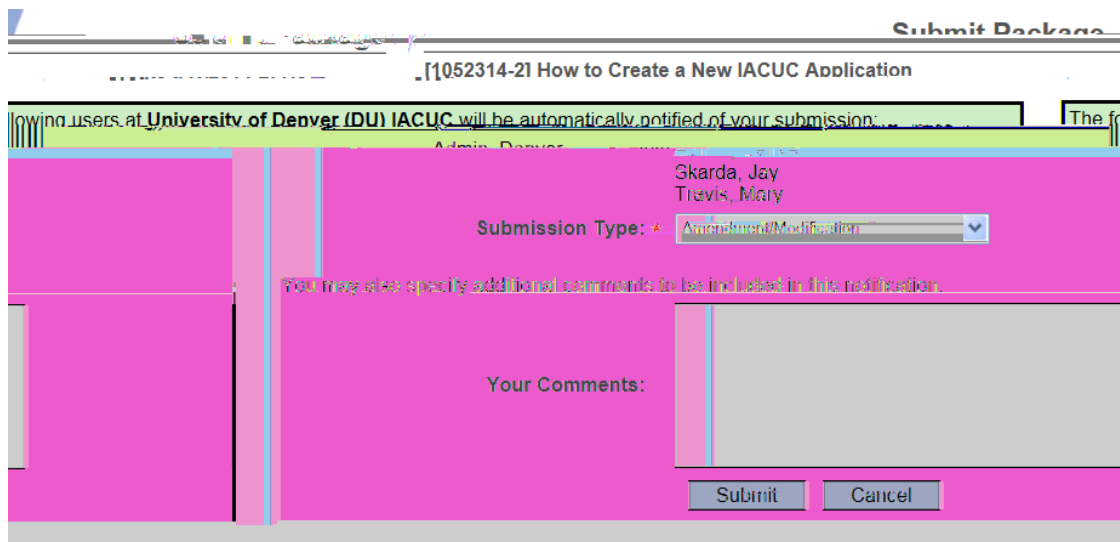
Documents in this Package:

Document Type	Description	Last Modified	
(please select)	Section M - Non-Surgical Procedures.pdf	04/13/2017 02:36 PM	   
Application Form	Section A - Main IACUC Protocol Template (8).pdf	04/13/2017 02:10 PM	   
Other	Section G - Personnel Qualifications Form.pdf	04/13/2017 02:11 PM	   
Other	Section L - Non-Su...		   

- To remove a document from this package, click on the red 
- To revise document click on the pencil icon 
- To view the document click on the paper icon 
- To view and manage different versions of a document click on the icon 

Step 7:

Then click the 'Continue' button. In the Submission type drop-down menu, select 'AMENDMENT/MODIFICATION' and click 'Submit'. You may also send any comments or special requests to the IACUC before clicking 'Submit'.



The screenshot shows a web browser window with the title "[1052314-21 How to Create a New IACUC Application]". The browser address bar shows "http://www.users.at...". The page content includes a "Submit Package" button in the top right corner. Below the browser window, there is a form with a "Submission Type:" dropdown menu currently set to "Amendment/Modification". Below this, there is a text area labeled "Your Comments:" with the placeholder text "You may also specify additional comments to be included in the notification." At the bottom of the form are "Submit" and "Cancel" buttons.

Once you hit the 'Submit' button, you will be given a confirmation showing the date and the individuals who received your submission.



Keep in mind that once you click 'Submit' your study is now locked and you are not allowed to attach any other documents or make revisions. Take the time to be sure all documents are attached and in the final version prior to submitting. Any incomplete submissions will not be reviewed by the IACUC and will be returned for corrections. If you need to make any changes after the package has been submitted and locked, please contact the IACUC Office at 303-871-2121 to request to have the package unlocked.

The IACUC Office does not have the administrative ability to load document in an IRBNet package on behalf of the PI or any other research team member.

Step 9: SUBMISSION CONFIRMATION

To review what has been sent, click [PROJECT OVERVIEW](#). The submission will be under 'Pending review' status until a decision has been made. Once a decision letter is formulated, an email will be sent to everyone who has full access and the letter and any supporting documents can be printed.

