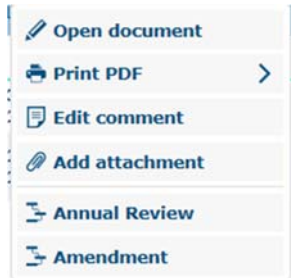


## Creating an Amendment or Annual Review

1. Approved protocols cannot be edited.
2. In order to create an editable version of the protocol, right-click on the document title of the approved protocol and select "Amendment" or "Annual Review" from the menu and click "Ok."



3. A new version of the protocol, either "Amendment" or "Annual Review" status, will be listed above the approved document line.

Documents/Versions in File

	Document description	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by
	---	Test 11	17.0	08-Dec-2019	08-Dec-2019	Annual Review	08-Dec-2019	TEST_INV1, IACUC PI	---	---
	---	Test 11	16.0	08-Dec-2019	08-Dec-2019	Approved	04-Nov-2019	TEST_INV1, IACUC PI	---	---

4. Click any text in the new line to take you into the protocol.
5. Now you should be able to check out the document and make changes to the protocol.
6. Please note the new tabs "Annual Review" and/or "Amendment" should be completed accordingly.
7. **Remember to save your changes then sign and submit to the IACUC office.**