Amend (Modify) an Approved Protocol

Important: A protocol can be created, edited, and submitted by a Principal Investigator or Faculty Sponsor, Co-Principal Investigator, Student or Postdoctoral Investigator, Administrative Contact, or Other Contact. *However, before the protocol can be submitted, the Principal Investigator or Faculty Sponsor must check the appropriate box in the Assurance section.* This requirement exists as an electronic substitute for an ink signature from the Principal Investigator or Faculty Sponsor.

1) Log in to eProtocol with your CalNet ID & password at: https://eprotocol.berkeley.edu

2) Click on the **IRB** tab to see your Investigator Homepage for IRB Submissions.

3) From your Investigator Homepage, there are two ways to get to a list of your approved protocols:

   a. Scroll to the bottom of the page (past the Study Closure section of the table); or,

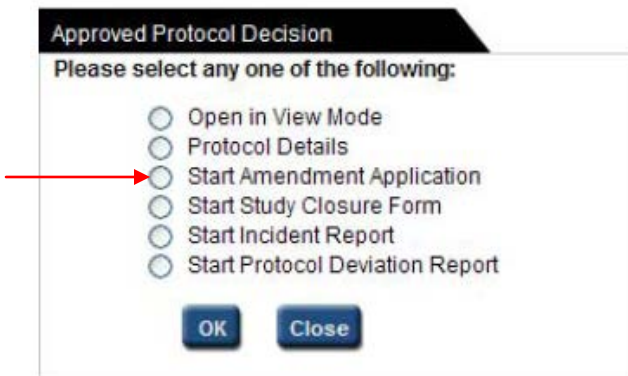   b. Go to the **Investigator Menu** on the upper left side of the page and click on **Approved Protocols**.

4) Click on the **Protocol ID** link of the protocol that you wish to amend/modify.

5) Select **Start Amendment** from the Approved Protocol Decision menu and click on **Ok**.

6) Complete the Amendment Form and then modify the appropriate sections of the protocol.

    Note: You can closeout of the protocol at any time and access it again from your Investigator Homepage. Save the page you are working on before closing the protocol.

7) When the Amendment Application is complete and you are ready to submit the application to OPHS/CPHS, see the eProtocol Quick Guide Submit Protocol Application.