REQUESTING AMENDMENTS

Amendment is made when an Approved Application requires changes. An approved application needs to be unlocked by the Ethics Administrators to make any amendments. This section shows how to make an Unlock request and make changes once the application is unlocked.

- **Request Unlock for Amendments**

1. From the Work Area, select the approved application that requires amendments.

2. Question Summary page is displayed. In the **Actions** panel, click Correspond.

3. A pop-up is displayed.

   A. Enter message requesting to unlock the application. For example, “Please unlock. Amendments required.”

   B. If relevant, upload required document. This step is optional.

   C. Click **Send**. This sends out a message to Ethics Administrator who would now receive a notification.

4. The Ethics Administrator will now unlock the application, which can now be edited for amendments. Once the application is unlocked, applicants get an email notification.
- **Making Amendments after application is unlocked**

5. Select the application from the **Work Area**.

6. The status of an unlocked application is **HE – Unlocked**.

7. The application can be now amended. Go to question **1.1 Project Details** (for HASS form) or **0.3 Application Purpose** (for HREA form).

8. In the application purpose section, select **Amendment Request**.

**NOTE**

Please refer to **Section 3** and **Section 3.1** for help on how to fill an application and important questions to consider. Refer to **Section 7** to submit an application.

The CI must sign the application.