

Legacy Protocols

Amendments and CRs

Guide on how to submit amendments and continuing reviews for legacy protocols

Locate Protocol

- To find your legacy protocol, click “Locate My Records” or enter the protocol # into “Quick Find,” both located within the top ribbon of the webpage, .
- Click the Protocol # and select Create New -> Amendment, Continuing Review, etc.

Complete Application

- The eform will open in a new window
- Scroll to the Amendment (or other action) section and answer each question fully
- **Changes in staff must also be changed in the Personnel sections. Take this opportunity to ensure your staff lists are correct**
- Unlike non-legacy protocols, you will not have to make other changes in the application itself
- Upload any revised/new documents in the Attachments section
- Complete Acknowledgement section

REVIEW
POINTS FOR REVIEW
AMENDMENT
GENERAL INFORMATION
BC PERSONNEL
NON-BC PERSONNEL
ATTACHMENTS
ACKNOWLEDGEMENT
SUBMISSION INSTRUCTIONS
ALL PAGES
MANAGEMENT RECORD

Amendment

Please answer the questions in this page (Amendment), and please revise the text within all other affected, available* pages of the application. (*In Legacy protocols, many application sections will be unavailable.)

Each time you submit an amendment, please be sure to confirm your staff list is correct and make any changes as needed by adding and removing people on the BC Personnel and Non-BC Personnel pages.

List all personnel being removed from the project
Add an "End Date" to the personnel on the Personnel page

List all personnel being added to the project.
Add the personnel to the Personnel page

Are you increasing recruitment numbers?
 Yes No

Describe the proposed changes and explain why they are being made:

Submit Application

- When the application is complete, click “Validate,” “Save,” check the “Check for Errors” box, and click “Submit”
- These buttons are located along the top right of the popup window



Quick Tip

- If this is the first time submitting an amendment for a given protocol, the text boxes in the Amendment section will be blank
- If this is **not** the first amendment submitted for a given protocol, the Amendment section will be filled in with the last amendment’s information. **Delete this information - it has already been saved so you won’t lose your amendment history!**