Creating Amendments

Log into the system at: [http://eprotocol.umn.edu/](http://eprotocol.umn.edu/)

- Amendments require editing your actual approved protocol
- After initiating an amendment, do **NOT** go back to Approved Protocols to resume editing
- You must perform the Assurance, Check for Completeness and Submit Form steps to finalize
- Only the P.I. or Co-Investigator may perform the final submission step
- Only one amendment (variation of your protocol) is allowed in the system at a time
Clicking on the protocol ID will produce this pop-up window.
The application will open up to the amendment form where you will check the corresponding boxes and provide rationale, if needed.
In this example, you would navigate to the “Funding” section and add or remove the funding source as needed.
Navigate back to the Amendment tab at the top left menu and you will see “Funding” appear under the list of edited sections.

Finalize your amendment by performing the Assurance, Check for Completeness and Submit Form steps.