REQUEST TO MAKE AMENDMENTS TO A PREVIOUSLY APPROVED APPLICATION

'Amendments' are used when you have had an application final decision of 'Approval' and you need to make minor changes to the original application research design. For example, if you need to change the population, recruitment, methods or other elements of the study following approval, you need to request amendments to the original application. Note that this is NOT the same as the required changes to an application *prior* to a final decision, which are called 'Conditions'.

To request to make amendments to a previously approved study, there is a separate form available that is linked to your original application. This is called a 'sub-form'. The title of the form is '*Amendments to previously approved application*'. The sub-form is linked directly to the original application and is both created and accessed via the original application. It will also share the Project ID of the original project.

To create an application to request amendments, go into the original application for which amendments are being requested by clicking the arrow to the left of the name of the project on your main project list:

TOJE						
Search Projects						
	Project Title	Project ID	• Owner	Date Created	Date Modified	Transfer Status
>	MIMA test (AR) 1	6522	Dr Andrew Rawnsley	04/08/2021 11:30	04/08/2021 12:09	
>	t2t2t2 (TEST AR)	6521	Dr Andrew Rawnsley	03/08/2021 16:40	04/08/2021 13:05	
>	Project on new application form (TEST) (AR)	6518	Dr Andrew Rawnsley	03/08/2021 12:09	04/08/2021 10:43	
>	test aug	6517	Dr Andrew Rawnsley	03/08/2021 11:50	04/08/2021 12:44	
0	Service Eval Criteria	6454	Dr Andrew Rawnsley	15/07/2021 16:12	03/08/2021 15:11	
>	Application flow	6452	Dr Andrew Rawnsley	15/07/2021 14:10	15/07/2021 14:15	
>	Sign off correspondence test (AR)	6428	Dr Andrew Rawnsley	08/07/2021 11:47	08/07/2021 11:48	

This will open the application forms associated with that project. If you have not yet created any sub-forms, this will only show the original application for that project but once you have created any sub forms, it will show all the forms linked to this project title. In the example below, only the original application is shown prior to the creation of sub-forms:

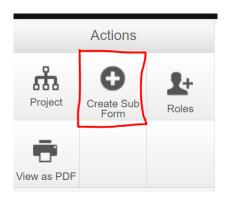
Projects

Form Title

Application for Teesside Ethics Research Ethics Review 21-22 -

Click on the title of the original application form to open the original application form. This will then take you into the main application page for this project's original application form.

On the left-hand sidebar, then click the 'Create Sub Form' button. Note that if the project has *not* been previously approved, this button will not appear:



This will bring up a pop-up window with a drop-down list of the available sub-forms:

	Create Subform		X						
	Select the sub-form that you would like to apply to this form								
	Please Select ~								
	Please Select			-					
Do	Amendments to previously approved application	Create	Close	ry					
	Report an adverse event								

Select 'Amendments to previously approved application' and click the green 'Create' button to create the new form.

The main application page for the new form will appear as the image below. To start completing the application, click on the live blue link on the righthand side of the form:

Re	search Etł	nics Applic	ations Work Area Contacts	Help 🔻		Dr Andrew Rawnsley (A.Rawnsley@tees.ac.uk) ◄		
Actions			Service Eval Cri	teria			6454	
Project	Duplicate Form	O Delete Form	Project Tree >					
1+		~	Action Required	Status	Review Reference	Date Modified		
Roles	Transfer Form	_	Yes	Not Submitted	N/A	04/08/2021 15:15		
/iew as PDF			Navigation	Documents Signatures Co	ollaborators Submissions History			
			Amendments to	□ Show Inac	tive Sections			
			Section			Questions		
	Request an amendment to a previously approved application					Amendments requests		
		Infonetica Ltd 2021 Version 2.4.8.2						
				Terms and	d Conditions Data Controller Privacy Policy Data Processor Privacy Policy			

This will then present you with a very simple single page of questions, similar in format to the original application form, for you to complete.

Ensure that you select the same School Committee as approved your original application:

Amendments to previously approved application

Amendments	C
To which School Research Ethics Committee are you requesting amendments?	
This must be the School in which you made the original application that was approved.	
If you are unsure, please check the letter confirming the approval of your original application.	
If you are based in a central department or a partner college, please verify the School Research Ethics Committee that approved your original application and choose that option from the list.	t
Please Select	
Please provide a summary of the amendment(s) to the previously approved application that you are requesting	
Please provide the reason that you need to request the amendment(s)	
You may upload documents of requested amendments or changes to previous documents in your application here, if required For multiple documents, just repeat the uploads using the 'Upload' button	

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As part of this form, you can provide details of what you want to amend and upload any new documents as needed. Upload of documents is unlimited and you can upload as many as you need by repeated use of the 'Upload' button.

When you reach the end of the questions page, just click 'Sign' to submit your request:

Submit your amendment(s) request

Sign

Your request for amendments will be reviewed and either approved or rejected. You will receive an email confirmation of submission of the request and of the decision. If your request is rejected, you will be given reasons, but usually this will be because your request requires substantial changes to your original application. In this case, you will be asked to submit a new application. You can use the 'Duplicate' project function to save work in creating the new version of the application for submission.

If you need to access the new request form, you can do so via the project list, which will show your new application form beneath the original application to which it is linked, and will have the same Project ID:

Service Eval Criteria	6454 Dr Andrew	Rawnsley 15/07/2021	16:12 04/08/	04/08/2021 15:49	
Form Title	Form Reference	Review Reference	Арр Туре	Status	Form Owner
Application for Teesside Ethics Research Ethics Review 21-22 - Rawnsley	Application for Teesside Ethics Research Ethics Review 21-22 - Rawnsley	2021 Aug 6454 Rawnsley	CEDT Supervisor Sign-Off	Approved	Dr Andrew Rawnsley
Amendments to previously approved application	Amendments to previously approved application	2021 Aug 6454 Rawnsley	SCEDT Amendments	Submitted by Applicant	Dr Andrew Rawnsley