

## Guide for Submission of IACUC Amendment

\*You will have to attach a revised version of your word protocol. The protocol can be found at:

<https://el Paso.ttuhsc.edu/research/committees/iacuc/forms-and-templates.aspx>

\*You will need to attach a revised study application for all changes excluding personnel changes

1. Log in to iRIS.
2. Hover Over "My Workspaces"
3. Hover Over Study Assistant
4. Click on View My Studies
5. Click on the paper and pen to open your study
6. In the green section click on IACUC Amendment
7. Click "Add a New Form"
8. Click "Save and Continue"
9. 2.2 Check off the type of modification
10. Click "Save and Continue"
11. 3.1 Click on the text editor to provide a description of the modification
12. Click on "Save and Continue"
13. 4.1 Click to attach a revised application
  - a. If you have not revised your application, on the right hand side click on "Create a revised application.
  - b. Ensure to include all changes (if any)
14. Select the application
15. Save attachment
16. 4.2 Click "Select or Revise Existing"
17. Find your protocol and on the left hand side click "Create Revision"
18. Check out document
19. Check in revised word protocol
20. Save attachment
21. Click "Save and Continue"
22. 5.0 Click Agree
23. Signoff and Submit