Instructions on How to Submit an Amendment (APPENDIX E.ii)

Step 1 Log into IRMA

Step 2 Select your 'Researcher Profile'.

| NextGen | My preferences | Researcher Profile | Desktop | Admin | Tasks [0] | Logout

Step 3 Select the 'Human Ethics' Tab

Third Party Ref

Events | Research Outputs | HDR Students | FOR Coding | My Competencies

My Home | My Tasks [0] | My Approvals [0] | Contracts & Grants | Animal Ethics | Human Ethics

Step 4 Ensure that 'view forms' is displayed in the dropdown, then select '+ Create'.

Reset | 🔍 Search | ➕ Create | View forms ▾
Template: All records ▾
Title:

Step 5 Select 'Amendments' and click 'Next'.

Human Ethics Forms

Cancel | Next »

Please select form type: Not selected ▾
Not selected
Adverse Event Report
Amendments (including Change of Investigators)
Exemption Application
New Project Application
Reciprocal Application
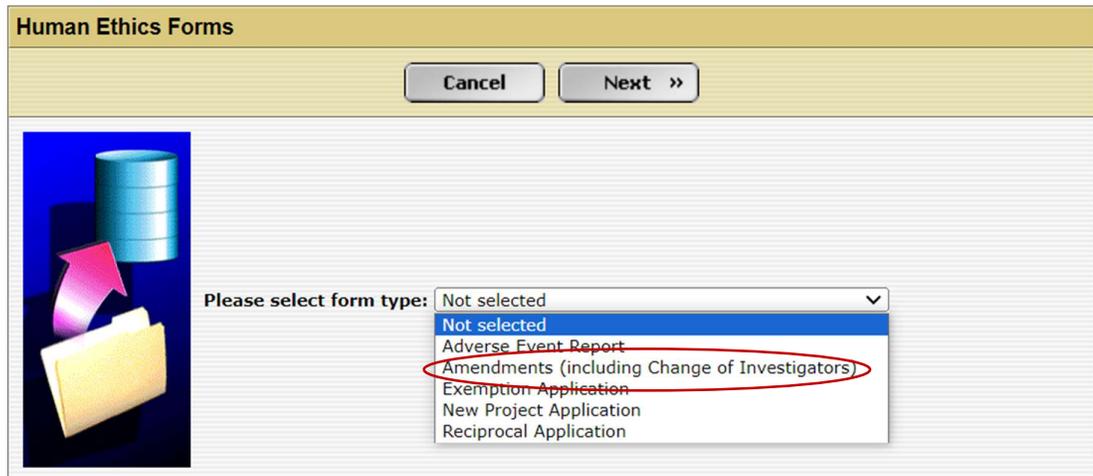
Step 6 Click 'Search' and 'Link' which project is being amended.

Human Ethics Forms

Cancel | Next »

Please select form type: Amendments (including Change of Investigators) ▾
Please select your project file: 🔍 Search

LINK ✓
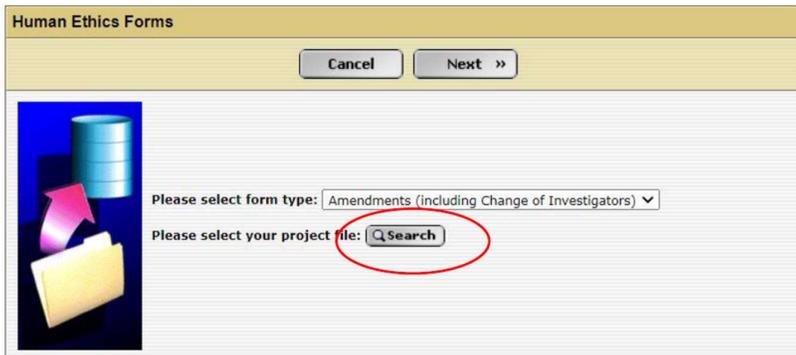
Step 7 Fill in information on the 'Coversheet' tab.

Step 8 Answer the Questions under the 'Questionnaire' tab. The questionnaire works with drops down features. Make sure you answer truthfully as the questions change depending on previous answers.

Step 9 Upload relevant Documents into the 'Documents' tab.

Step 10 You are ready to submit. Return to the 'Coversheet' tab, save one last time and select 'Submit'. Keep in mind once you select submit you will not be able to edit the application until it has received it approval. If you need to edit the application contact Human Ethics to return the application to draft.