QUICK GUIDE
How to AMEND an IACUC protocol

1. LOG IN: Go to https://www.umb.edu/orsp/kuali_research and log in using your NetID and Password.

2. Select **Switch Apps** on the lower left margin (the icon has 9 dots).
3. Click **Protocols**.

4. Select an approved protocol from your list of protocols and click on it to open.

5. Click **Amend** in the upper right corner of your screen.

**Note**: If it is greyed out like above, there is an action in progress and you opened a previous version of the protocol. Go back to your main screen and select the **Amendment in Progress** version.
Finish your updates to the protocol and then select **Submit** from the upper right corner.