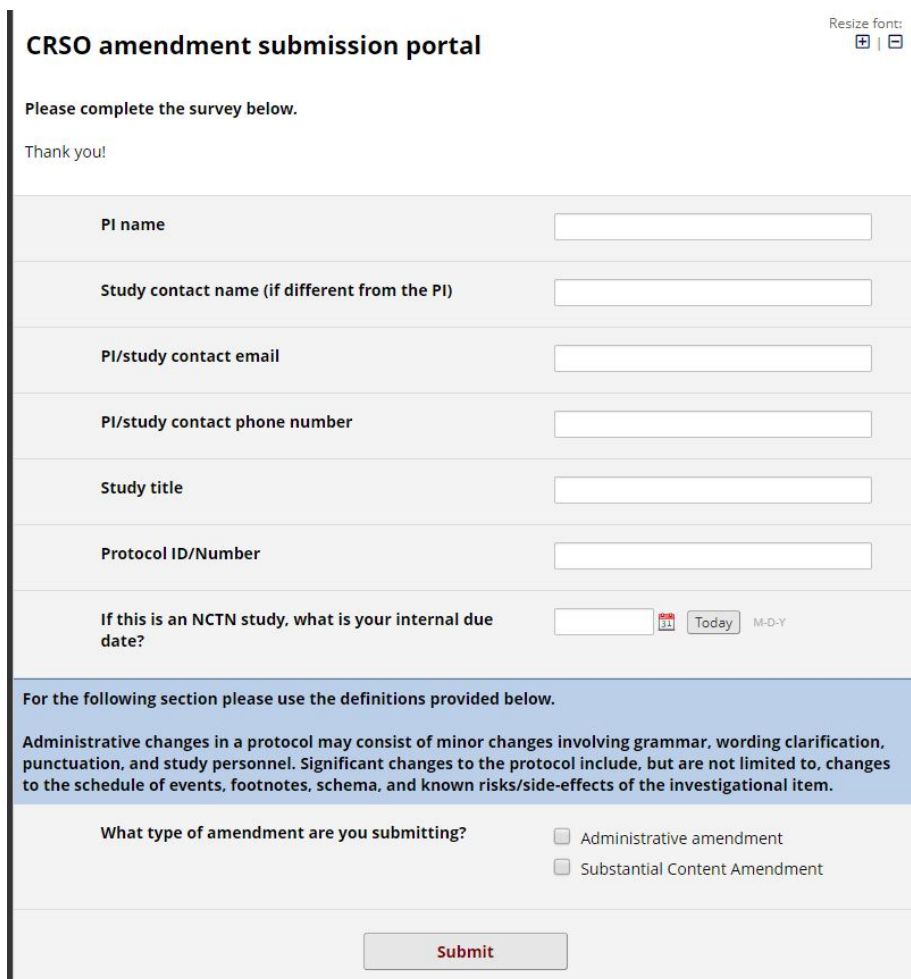


Submitting an Amendment for Coverage Analysis & Calendar Building

Amendment Request via REDCap CTM-WI-2007
Work Instructions

1. To submit an amendment request, go to the **CRSO Amendment Submission Portal**: <https://redcap.uky.edu/redcap/surveys/?s=33X4PXNPJL> and fill out the survey.



The screenshot shows a web form titled "CRSO amendment submission portal". It includes a "Resize font" option in the top right. The form contains several text input fields: "PI name", "Study contact name (if different from the PI)", "PI/study contact email", "PI/study contact phone number", "Study title", and "Protocol ID/Number". There is also a date field for "If this is an NCTN study, what is your internal due date?" with a calendar icon and a "Today" button. Below these fields is a blue-shaded instruction box: "For the following section please use the definitions provided below. Administrative changes in a protocol may consist of minor changes involving grammar, wording clarification, punctuation, and study personnel. Significant changes to the protocol include, but are not limited to, changes to the schedule of events, footnotes, schema, and known risks/side-effects of the investigational item." Below this box are two radio button options: "Administrative amendment" and "Substantial Content Amendment". A "Submit" button is located at the bottom of the form.

2. Choosing **Administrative amendment** or **Substantial Content Amendment** will open some additional questions and allow you to upload pertinent documents.

PROTOCOL and CONSENT are REQUIRED for Processing. Please submit a tracked changes/red-lined version of the protocol and/or consent for quicker processing.

3. After submitting, you will receive an email from the CRSO and REDCap, letting you know that your request has been successfully submitted and received.