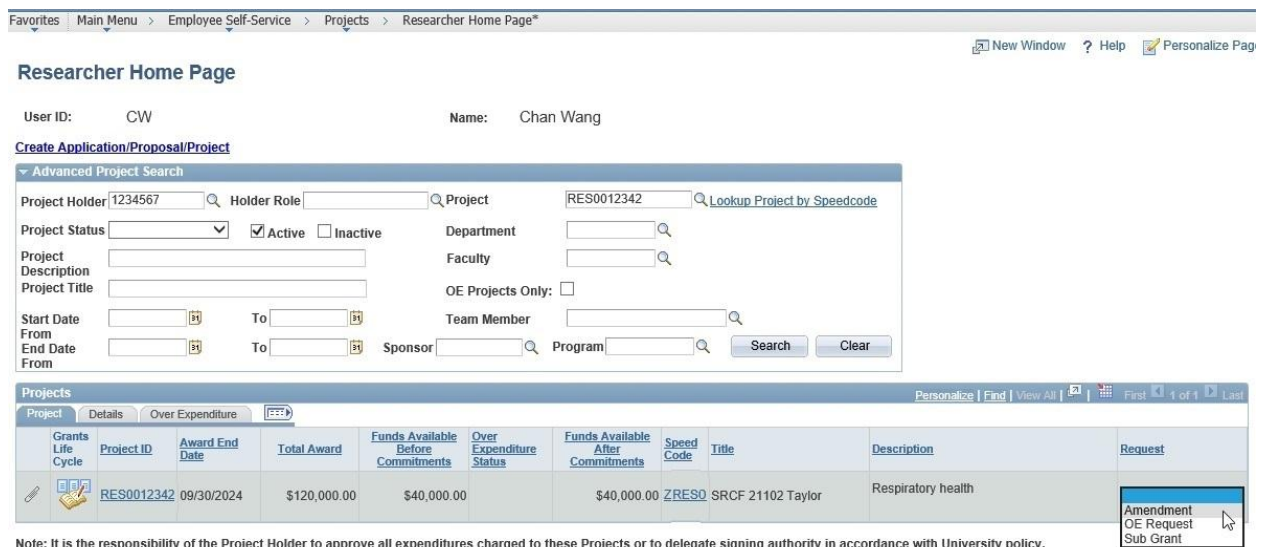# Creating an Amendment

1. First you will need to log in to the [Researcher Home Page](#) by entering your CCID and password.

Once signed in you will need to click the main menu, Employee self serve, projects, Researcher Home Page.

This will bring up a list of active projects and information including the end dates of each project. In the request column on the far right hand side you will need to click on the downward arrow and select amendment.



Once you have selected the specific project to amend this will bring you to a new page to Create an Amendment.

The top of the page will display the project's current information such as Project ID number, Project Holder, Dept ID start and end date, etc..

2. Amendment Details Section - click the "yes" for the type of amendment. As only one amendment request can be in progress at a time, multiple types can be requested in one amendment. Select "yes" for all that apply.

Once you have selected the type(s), the type will be expanded in order to enter in the revised information (new end date, change in award amount, etc).

3. Additional comments section - you may add comments that you think are relevant to your request.

**Amendment Details**

| | |
|---|---|
| Change of Project End Date | ☐ Yes |
| Change in Award Amount | ☐ Yes |
| Change in Department | ☐ Yes |
| Change in PI/Project Holder | ☐ Yes |
| Add/Remove Sponsor | ☐ Yes |
| Other | ☐ Yes |

Additional Comments: [                                                                 ]

4. Certification section - you must declare yes or no to each of the four types of certifications by selecting from the dropdown menu. If you have a protocol number this can be entered in the Assurance Number column.

**Certification Info**          Personalize | Find | View All | | First 1-4 of 4 Last

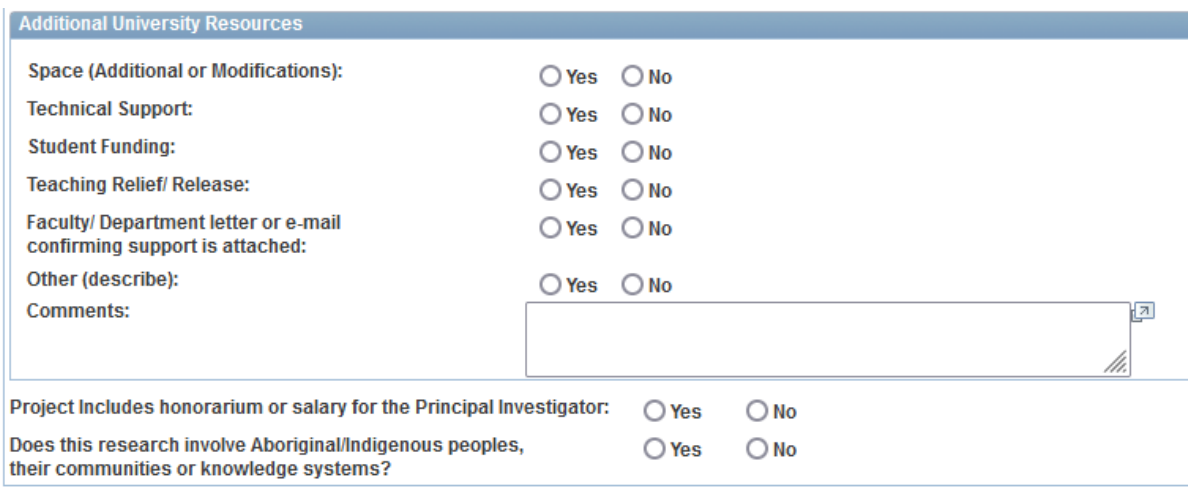| | Certification Code | | Required | Assurance Number | | |
|---|---|---|---|---|---|---|
| 1 | Animal Welfare 01 | 🔍 | ∨ | AUP | ➕ | ➖ |
| 2 | Human Ethics 01 | 🔍 | ∨ | PRO | ➕ | ➖ |
| 3 | Biohazards | 🔍 | ∨ | | ➕ | ➖ |
| 4 | Stem Cell | 🔍 | ∨ | | ➕ | ➖ |

5. Attachments section - Depending upon the type of amendment requested, you may need to attach the sponsor's written approval of the change. This might be in the form of an email, letter, or amending agreement.  For additional information regarding requirements, please review the

[Amendments](#) page on our website. The department and faculty will need to see this prior to approving the amendment request.



6. Additional University Resources Section - a declaration of yes or no must be made for each of the statements.



7. Once you have entered all relevant information into the request, you will need to click the submit button at the bottom of the page. Clicking submit will electronically send the amendment request to the department/faculty for approval.



Once approved by the Faculty, it will arrive at Research Services and be assigned to a Contract Specialist for review and processing.

For further information regarding amendments please see the RSO Website [Amendments](#) Page.