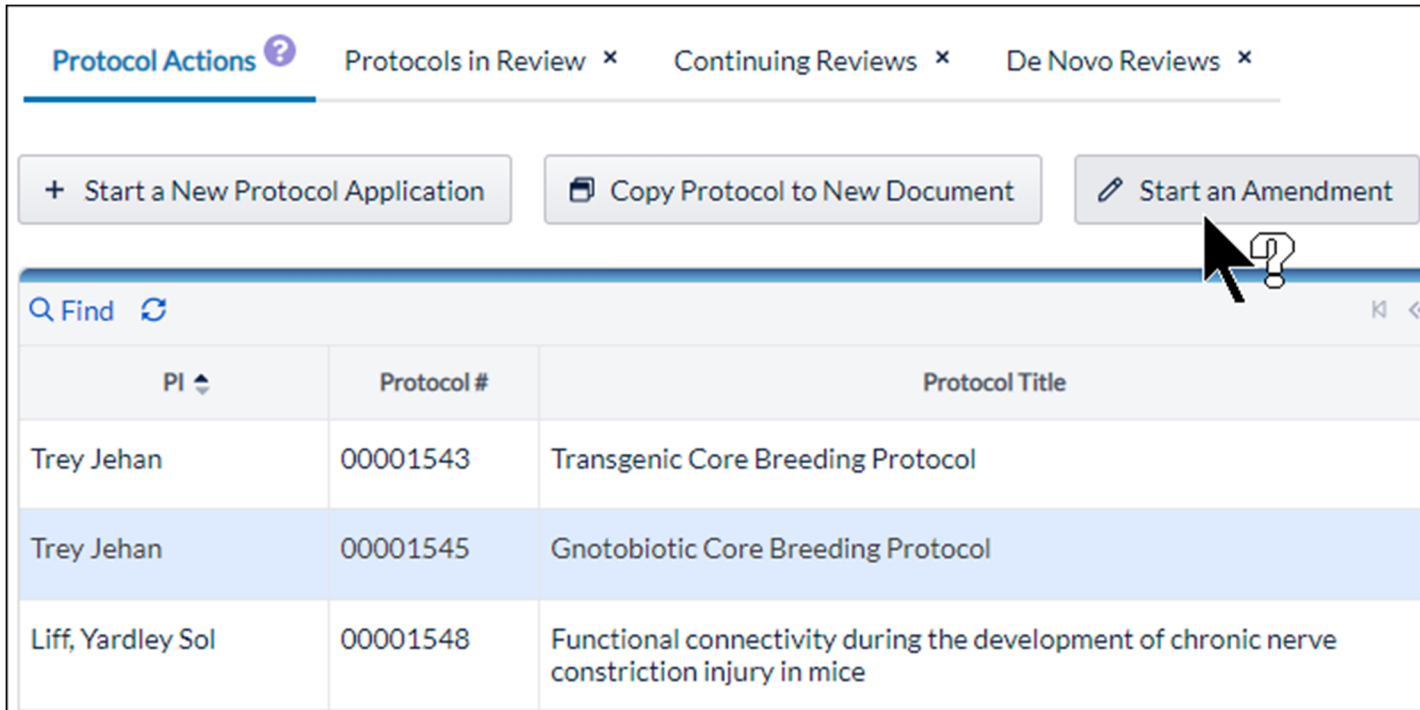# eSIRIUS - How to Draft Amendment to Protocol

To start an amendment, select the protocol from the Protocol Actions alert and click on the Start an Amendment button.
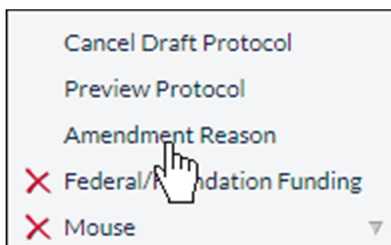
Enter the reason for the amendment and click **Amend Protocol**.

The entire protocol will display. The reason for amendment becomes a part of the protocol Table of Contents is included in the revision. When entering addendum DO NOT delete any information. Only add information to the appropriate section(s). If you have questions on which sections to complete email: sunder.shrestha@einsteinmed.org or linda.jelicks@einsteinmed.org.

Go to Protocol Overview and click on Objectives tab. There at the end of the section, type in word: AMENDMENT, provide current date, then provide detailed reason for amendment.

Once all appropriate sections have been completed submit the amendment. As a reminder, only the PI may submit the amendment to the IACUC for review. The following pages provide additional information regarding the various sections of the protocol form that need to be completed, depending on the on the type of amendment being submitted, as well as the "View Changes" tab.

TIPS FOR DRAFTING AMENDMENT IN ESIRIUS

1. You should **NOT** delete any information in any of the sections of the approved protocol. Instead, you should **add** information to the appropriate sections of the protocol.

2. When adding information in text fields, type the word AMENDMENT and include current date underneath currently approved information.

3. If protocol is NOT approved for any of the following items and you are adding them to the protocol for the very first time, you should first go to the Options page and update the "Protocol Options" section that appears as a table on the bottom of the Options page:
   - Surgery
   - Restraint
   - Hazardous Agents
   - Drugs
   - Breeding

Request for Additional Animals - If you are requesting additional animals, you will need update the sections of the protocol listed below. However, you should only add information and increase the animal numbers.

   - USDA Categories – Add originally approved animal numbers plus the total number of animals being requested and provide **new total for three years** under each appropriate USDA category.
   - Methodology
   - Explanation of Animal Numbers
   - Endpoints

Request for New Procedure - If you are adding procedures, you should update the following sections:

   - Procedures Questions
   - Methodology
   - Database Search
   - Endpoints

Adding Personnel – See How to Draft and Submit Amendment to Add Personnel on the IACUC website.

The View Changes tab includes three additional tabs:
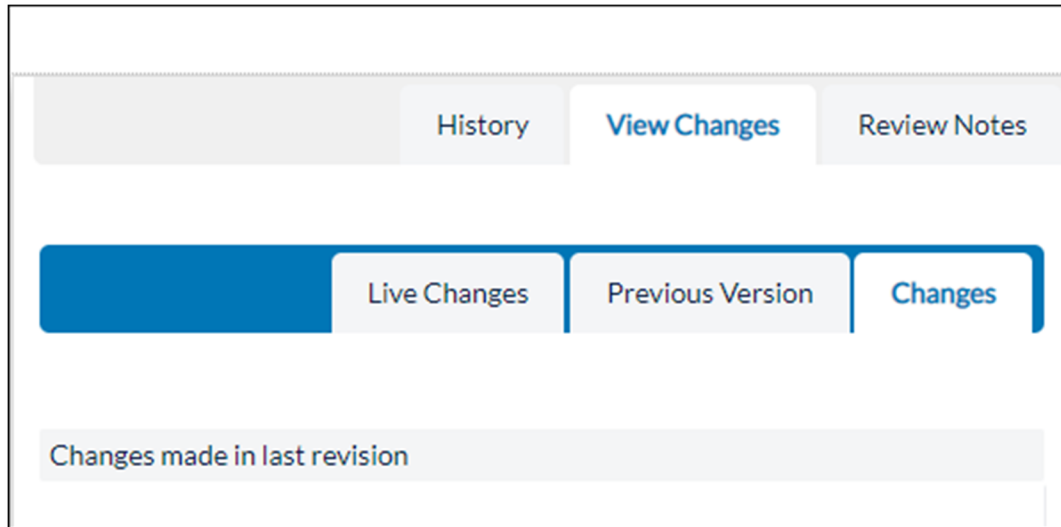
1. **Live Changes:** reflects what was added or deleted from the field.
2. **Previous:** reflects what was in the field previously.
3. **Changes:** reflects the final changes on the field.