The objective of this quick guide is to help principal investigators initiate a protocol amendment within the Click IACUC module. This document provides an overview of the amendment creation and submission.

1. **Login to Click System.**

Access to Click is available through the Animal Care Website (https://animalcare.msu.edu/, icon image below) or EBS (http://ebs.msu.edu/, tile image below).

After login, you will arrive at the **My Inbox** page, then select **IACUC**, and finally select your **Research Team**.
2. **Locate Protocol.**

Within the **Submissions** tab on your **Research Team**, locate the approved protocol. The state will be listed as **Approved**.

Select the protocol and open the protocol to view the workspace.
3. Select Create Amendment.

From the protocol workspace, select **Create Amendment**.

![Image of ClickTM IACUC interface showing the option to create an amendment.

This will open the amendment cover page that describes the type of amendment. Please note only one amendment may be in process at a time.

Answer all questions on this page:

- **Q1. Amendment short title.** This question is automatically populated; this information can be updated with a description. For example, “Amendment for PROTO201800064, Personnel Change”.

- **Q2. Select all of the applicable categories for this amendment.** Use the checkboxes to select all applicable categories; one or multiple checkboxes may be selected.

- **Q3. Describe the rationale for the changes and provide description on any of the selected items above.** Provide a brief narrative on the categories selected in question #2.

- **Q4. Is this study PHS funded?** Answer this question; if the answer is yes, additional information is required.
After completing the required questions, select **Save** and then **Continue** to enter the amendment information into the protocol pages.
4. **Add Information to the Amendment.**

Use the **Jump To** menu to navigate between the protocol pages and add updated information.

![Image of the ClickTM IACUC interface showing the Jump To menu]

After all updates have been completed, select **Exit** and return to the amendment workspace.
5. **Submit Amendment.**

From the amendment workspace, select **Submit** along the left side to send the submission to the IACUC office.

Then, the PI attestation window will appear for verification; after reviewing, select **Ok**.
The amendment has now been sent to the IACUC administrative office for processing.

To view the amendment, start at the protocol workspace and locate the amendment from the History tab or the Follow-On Submissions tab.

For further support within the Click IACUC Module, please contact the IACUC Administrative Office (iacuc@msu.edu, 517-432-8103) or the Click Help Desk (clickhelpdesk@msu.edu, 517-355-2000).