

How to process an online Amendment Request

Requests for Amendments are now online and once an amendment has been submitted by a student, the request will automatically be sent directly to the original 'Approver'. You may have approved an online ethics checklist in your capacity as:

- Supervisor
- Member of an Ethics Programme Team
- Ethics Champion

Once a student submits an online request, you will receive an automated email alert informing you that an Amendment has been submitted and is awaiting for review (this email will include the link to the [OEC admin system](#)). **Please do not ignore this email!**

Next Steps

'Review' and 'Take Action'


Click on the section '**Amendments Awaiting Approval**' and Requests will be listed with the description of the amendment listed under Message.

Ethics Champion view:

ETHICSCHAMPION CHECKLISTS						
Search: <input type="text"/>						
Checklists Awaiting for Approval	Approved Checklists	Checklist Activities	Amendments Awaiting Approval	Approved Amendments	Declined Amendments	
Checklist ID	Researcher	Message	Status	Date Submitted	Action	
22262	Sarah Bell	I would like to extend the end of the project from 29/09/2018 to 25/12/2020 in order to recruit additional participants. All other details remain the same and no changes to participant documents are necessary.	AwaitingApproval	29/08/2018 14:24		

Supervisor/Ethics Programme Team View:

SUPERVISOR CHECKLISTS									
Guidance for Supervisors and Reviewers/Approvers can be found here .									
Search: <input type="text"/>									
Checklists Awaiting for Approval	Approved Checklists	Checklist Activities	Amendments Awaiting Approval	Approved Amendments	Declined Amendments				
Checklist ID	Researcher	Message	Status	Approver	Date Submitted	Action	Attachments	Checklist	
22319	Sarah Bell	It is up to you to decide ... More	AwaitingApproval	Sarah Bell	20/09/2018 12:53				

Click the **Action** icon  and the following screen will appear:

TAKE ACTION ON AMENDMENT - ID = 19

Checklist ID 22262

Researcher Sarah Bell

Status AwaitingApproval

Message I would like to extend the end of the project from 29/09/2018 to 25/12/2020 in order to recruit additional participants. All other details remain the same and no changes to participant documents are necessary.

Date Submitted 29/08/2018

Please choose whether you want to approve or decline the checklist note.

Approve

Decline

Comment

Option 1:

If the Amendment remains within the scope of the original ethics approval and you are happy to approve e.g. the request is an extension to the end date, recruitment of additional participants (same sample), click **Approve**. This action will trigger an automated email notification to both the student and supervisor. Details will appear on the Student's PDF checklist.

Once approved the following message will appear on screen:

Your checklist note was Approved and an email notification was sent to your researcher.

Option 2:

If the Amendment is outside the scope of the original ethical approval you should not approve the Request, e.g. the additional activity would change the level of risk from low to high. **Decline** the Amendment but remember to add comments to the Comment field providing an explanation e.g. “Recruiting children is outside the scope of your current ethics approval and will require a new checklist. I am declining this request for Amendment. Please submit a new checklist which will be reviewed and approved as appropriate.” This action will trigger an automated email notification to both the student and supervisor. Please note that ‘declined’ amendments **do not appear** on the PGR’s PDF checklist.

Once declined the following message will appear on screen:

Your checklist note was Declined and an email notification was sent to your researcher.

If you need to refer the original checklist, please click ‘*Approved Checklists*’ section and search under the Checklist ID or Researcher to download a copy of the checklist PDF.

Search:

Checklists Awaiting for Approval **Approved Checklists** Checklist Activities Amendments Awaiting Approval Approved Amendments Declined Amendments

Checklist ID	Researcher	Status	RED ID	Date Approved	Attachments	Checklist
	Sarah Bell	Approved			