How to Create an Amendment to Remove an Animal Handler

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Amendments utilize the same user interface as the Original Protocol submission process. Select the protocol for which you would like to submit an amendment by clicking on the selection button on the left hand side of the list of your submitted protocols. Then click on the Create Amendment button. Only approved protocols may be amended. If you have started an amendment for a protocol but have not submitted it, the Create Amendment button will not be activated when you select the protocol. The unsubmitted amendment to the protocol will be found under the “Unsubmitted” tab.

On the first screen of an amendment you will be asked to indicate if this is a Minor or a Major Amendment. If you are simply removing an Animal Handler, select Minor Amendment.
To remove a handler, navigate to Section 9 of the protocol and click on the trash can next to the handler that you want to remove.

Submit the Amendment