Amendment Workspace

The Amendment workspace is the home page for amendments to protocols. From the workspace you can view amendment details and current state, edit the amendment, review the amendment, and complete necessary activities.

The amendment workspace can be accessed by individuals attached to the amendment, including the Principal Investigator, Lab Personnel, UCUCA, ULAM and Reviewers. Only the Principal Investigator and those with Edit rights can edit the amendment.

The Main amendment page as viewed by the Principal Investigator is used as the example of an amendment workspace in this document.

Amendment Workspace

A Status of the amendment.

B View/Edit Amendment – Edit or view the amendment information. Only those users with Edit rights can edit the amendment.
**Amendment Audit Trail** – Displays a list of activities performed on the amendment, including the type of activity, author and activity date. Each activity has a link to additional activity details.

**Activities** – A list of various activities that can be performed on the amendment. The list of available actions depends on the state of the amendment and your role(s). The actions may include adding comments, approving the amendment, sending to full committee review, and interjecting a review.

**Create New User** – Users with the PI designation can create an eResearch Proposal Management account for a new user. PI designation must be approved by the UCUCA Office.

**The amendment number.**

**For Protocol** – The name and number of the protocol to which the amendment is attached.

**PI** – The Principal Investigator on the application/protocol.

**Approval Date** – The date the amendment was approved. If the amendment has not been approved, this field is blank.

**Amendment Reason** – The reason the amendment was submitted.

**Diagram** of the steps in the amendment process. Completed steps display in gray. The current step is yellow.

**Recent Activity** – A list of the recent activity performed on the amendment, including the action, who performed the action and the date. Click the activity name to view more detailed information about the activity.
Tabs – Tabs organize the amendment workspace into the following pages:

- **Main** – Displays the high-level details of the amendment.
- **History** – Displays all actions taken on the amendment from the point it was submitted for review and all changes made to the amendment. Click the activity name to view more detailed information about the activity.
- **Documents** – A list of all documents attached to the amendment with links to view the documents.
- **Comments** – A list of all comments entered for Lab Personnel, UCUCA office, reviewers and OSEH, including who entered the comment and the date entered.
- **Reviewer Questions** – Displays all reviewer questions entered on the amendment.

**My Home** – Click to return to the first page of your Home Workspace.

**Logoff** – Click to exit the eResearch system.