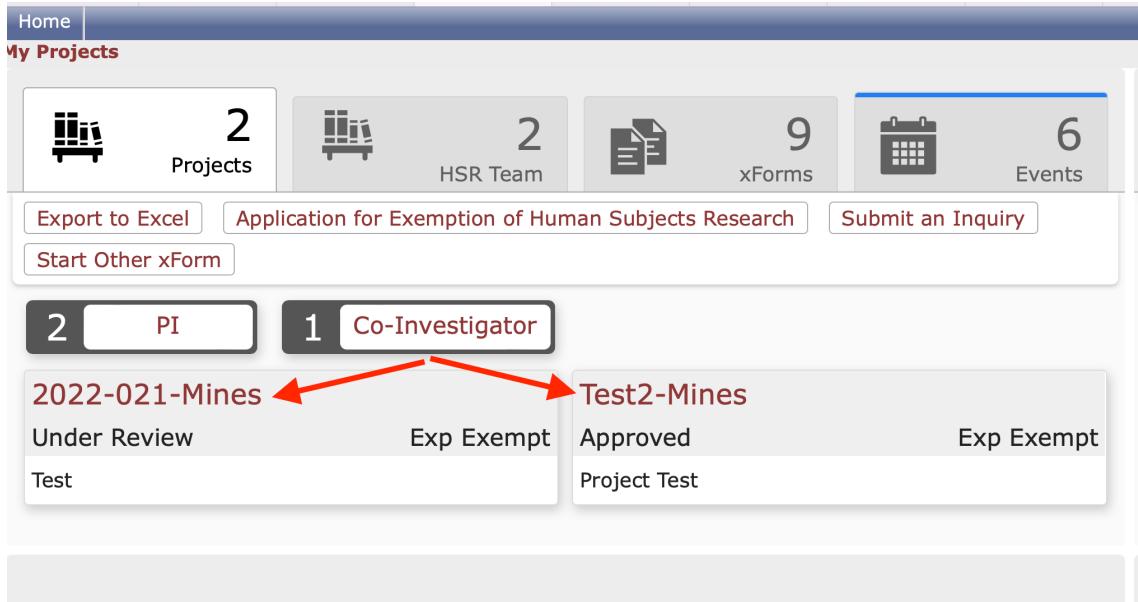


# Creating an Amendment

*\*Use these directions if your original Exemption Application was submitted through OneAegis.*

1. Logging into OneAegis brings you to your home dashboard. This will list all of your projects:



2. Click on the study you wish to AMEND, which will bring you to the project page for that study. Clicking on the icon of “two pages” to the left of the form name creates a copy of the initial application as a basis for the amendment:



3. On the first page, under Submission Type, click on “Amended Application...” make sure to change the submission type to an “Amended Application...”:

**Application for Exemption of Human Subjects Research -- General Information**

<b>Submission Type</b> <i>(Required)</i>	<a href="#">Add Note</a>
<input type="radio"/> A New Application for Exemption of Human Subject Research	
<input checked="" type="radio"/> An Amended Application for Exemption of Human Subjects Research	

4. The next page asks for a summarized description of the proposed amendments. This can be kept simple, “Adding two grad students as co-investigators,” for example. make sure to change the submission type to an “Amended Application...”

<b>Please provide a description of the proposed amendment(s).</b> <i>(Required)</i>	<a href="#">Add Note</a>	<a href="#">View Audit</a>
<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>		
<a href="#">Next</a>	<a href="#">Save for Later</a>	<a href="#">More ▾</a>

For the rest of the form, make the changes stated in your summary, and submit the form.