

Amending an Approved Muse Protocol

1. To perform an amendment, such as adding personnel, use the amendment button in Muse, 'Create Amendment/CR'.

Create Amendment/CR

Click:

2. Complete the amendment (Example #1):

Amendment / Continuing Review

1. * Type of Submission: ?

- Amendment
 Amendment/CR
 Continuing Review

[Clear](#)

i To change the PI, select "Other parts of the protocol." When changing team members, select both amendment types if team members must be added or removed as handlers of materials.

2. * Amendment type: ?

- Protocol team member information
 Other parts of the protocol

3. Click '**Continue**' in the bottom right corner to go to the next page.

4. Complete all fields:

Amendment Introduction

1. * Amendment short title: ?

Amendment for SPROTO202100000000

2. * Describe the changes: ?

Adding personnel

3. * Describe the rationale for the changes:

Needed to update personnel list.

5. Click '**Continue**' in the bottom right corner to go to the next page.

6. In the 'Protocol Team Members' section, add the name(s) of the new staff member(s). Ensure to indicate their role and if they will be 'involved in procedures'.

7. For ACRI team members or additional training documentation, drag and drop the PDF or Word document into the External team member information:

3. External team member information: ?

+ Add Drag and drop files to upload

Document

Date Modified

8. Click '**Finish**' in the bottom right corner.

9. Click '**Submit**' on the protocol homepage located under 'Printer Version':

 Submit

10. Similarly, complete the amendment (Example #2):

Amendment / Continuing Review

1. * **Type of Submission:** ?

- Amendment
 Amendment/CR
 Continuing Review
[Clear](#)

i To change the PI, select "Other parts of the protocol." When changing team members, select both amendment types if team members must be added or removed as handlers of materials.

2. * **Amendment type:** ?

- Protocol team member information
 Other parts of the protocol

11. Click '**Continue**' in the bottom right corner to go to the next page:

12. Complete all fields:

Amendment Introduction

1. * **Amendment short title:** ?

Amendment for SPROTO202200000000

2. * **Describe the changes:** ?

Add a new murine cell line.

3. * **Describe the rationale for the changes:**

Explanation of why a new murine cell line needs to be added.

13. Click '**Continue**' in the bottom right corner.

14. Select the appropriate protocol section on the left (in this case 'Primary Cells or Cell Lines') and add the necessary information.

15. Click '**Save**' and then '**Exit**' in the bottom right corner.

16. Click 'Submit' on the protocol homepage located under 'Printer Version':

 **Submit**
