

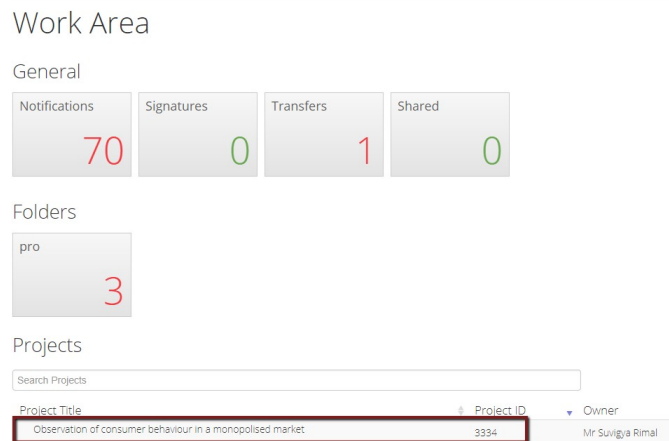
# REQUESTING AMENDMENTS

**Amendment** is made when an **Approved Application** requires changes.

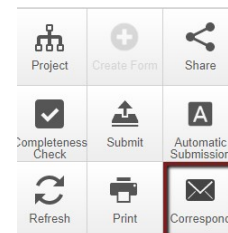
An approved application needs to be unlocked by the Ethics Administrators to make any amendments. This section shows how to make an Unlock request and make changes once the application is unlocked

## ▪ Request Unlock for Amendments

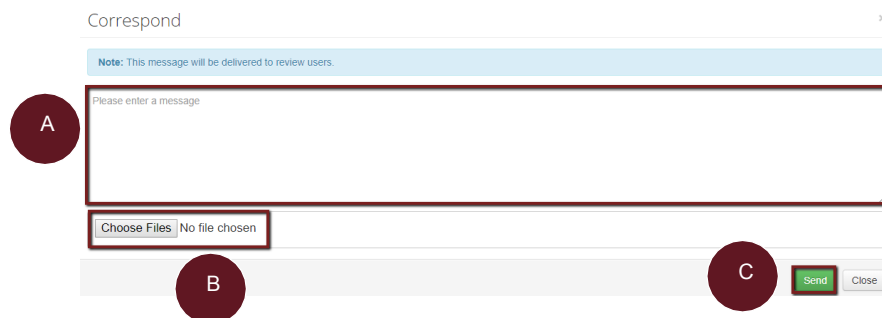
1. From the Work Area, select the approved application that requires amendments.



2. Question Summary page is displayed. In the **Actions** panel, click Correspond.



3. A pop-up is displayed.



- A. Enter message requesting to unlock the application. For example, "Please unlock. Amendments required."
  - B. If relevant, upload required document. This step is optional.
  - C. Click **Send**. This sends out a message to Ethics Administrator who would now receive a notification.
4. The Ethics Administrator will now unlock the application, which can now be edited for amendments. Once the application is unlocked, applicants get an email notification.

▪ **Making Amendments after application is unlocked**

5. Select the application from the **Work Area.S**

Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Observation of consumer behaviour in a monopolised market	3334	Mr Sujivya Rimal	21/08/2018 13:26	21/08/2018 13:42	

6. The status of an unlocked application is **HE – Unlocked**.

The screenshot shows a sidebar with navigation icons and a main content area. In the main content area, there is a 'Project Tree' with two items: 'Observation of consumer behaviour in a monopolised market' and 'Humanities and Social Sciences (HASS) Human Research Ethics Application v1.0'. Below the tree, a 'Form Status' box is highlighted with a red border, containing the text 'HE - Unlocked'. To the right, a 'Review Reference' box shows 'N/A'. At the bottom, there are tabs for 'Navigation', 'Documents', 'Signatures', and 'Collaborators'. The main heading at the bottom is 'Humanities and Social Sciences (HASS) Human Research Ethics Application v1.0'.

7. The application can be now me amended. Go to question **1.1 Project Details** (for HASS form) or **0.3 Application Purpose** (for HREA form).

### Humanities and Social Sciences (HASS)

Section	Questions
0. Before You Begin	<a href="#">0.1 Before you Begin</a>   <a href="#">0.2 Acknowledgement</a>
1. Administration	<a href="#">1.1 Project Details</a>   <a href="#">1.2 Plain Language Statement</a>   <a href="#">1.3 Review and Authorisation</a>
2. Research Team	<a href="#">2.1 Researcher Profile</a>
3. Project Description	<a href="#">3.1 Project Description</a>

8. In the application purpose section, select **Amendment Request**.

### Application Purpose

**1.1.0 Please select the purpose of this submission**

New application  
 Amendment request

## NOTE

Please refer to [Section 3](#) and [Section 3.1](#) for help on how to fill an application and important questions to consider. Refer to [Section 7](#) to submit an application. **The CI must sign the application.**