DALHOUSIE UNIVERSITY

Office of Research Services
ROMEO Researcher Portal Guides

How to Request an Amendment and/or Renewal

When a protocol has been approved, the application will move from **Applications: Under Review** to **Applications: Post-Review**.

Under the **Applications: Post-Review** section, locate the file and click the Events button.

Select the appropriate event form.

Event Form Name	Description
Animal Care: Amendment	Only minor amendments to exi
Animal Care: Renewal	Approved protocols can be ren
Animal Care: Renewal with Amendment	Only minor amendments to exi protocols can be renewed / ext

Respond to the questions under the various tabs, then click Submit.

Save   Close   Print   Export to Word   Export to PDF   Submit

Event Info   * Animal Care: Amendment   Animal Use   Attachments   Logs
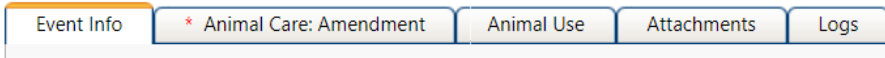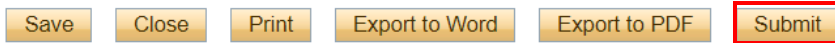
Upon submission, the file will move from **Events: Drafts** to **Events: Under Review**. At this point, no edits can be made, and the event will be read-only. If the PI needs to make revisions, contact the UCLA or ACUC Administrator and they will enable editing mode.

File No: 1036662

Principal Investigator: Jennifer Wipp

Project Title: (22-300) This is a protocol

Events: Drafts

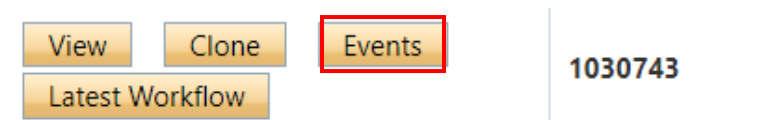**Events: Requiring Attention**

Events: Under Review

If the Administrator returns the event for editing, the PI and project team members will receive an automatic notification from the portal, with instructions provided.

Click on **Events: Requiring Attention**.

Events: Drafts

Events: Requiring Attention*

Click Events.

View   Clone   Events

Latest Workflow   1030743

Click Latest Workflow.

The Administrator's request will be the newest message, at the top of the Workflow Message section.

Workflow State	Workflow Message
ORS Review -> Pending Info by ORS	Please make revisions to this table.
Pre-Submission -> ORS Review	test [Action: Submit]

Make the requested edits, then click Re-Submit.