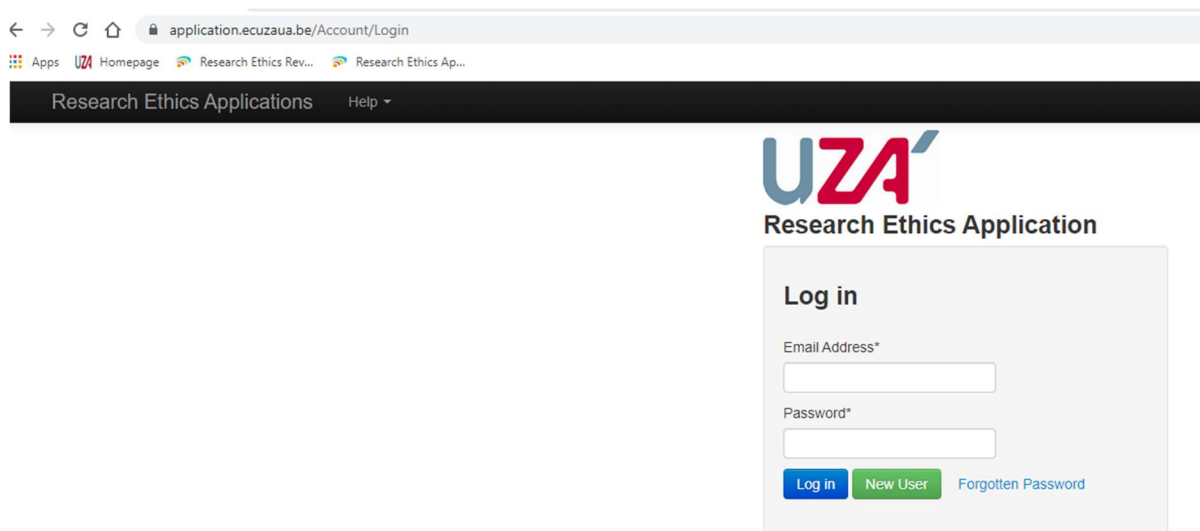
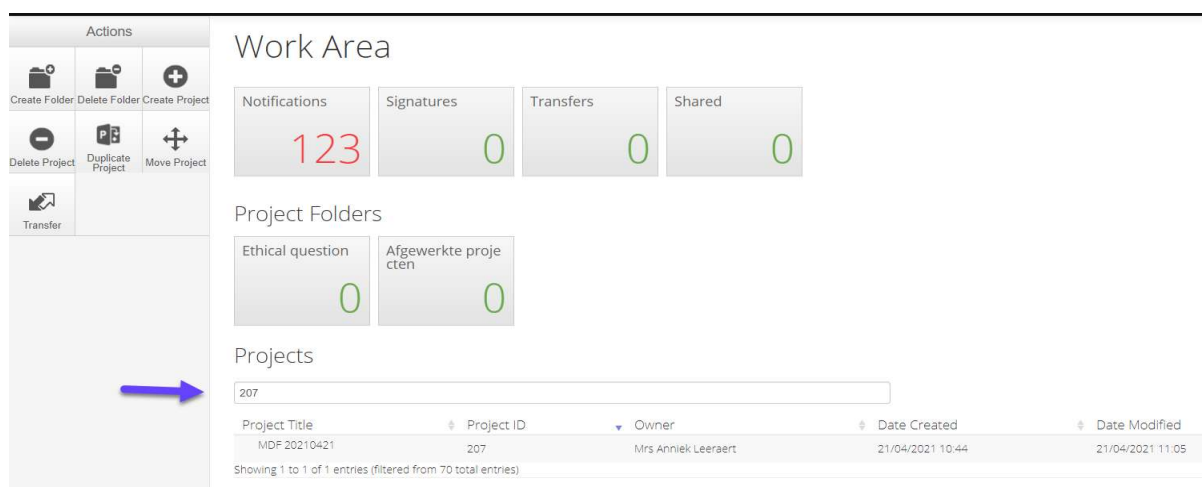


Workflow submitting amendment (for studies approved AFTER 1 May 2021)

- Go to 'application.ecuzaua.be' and log in with your existing account

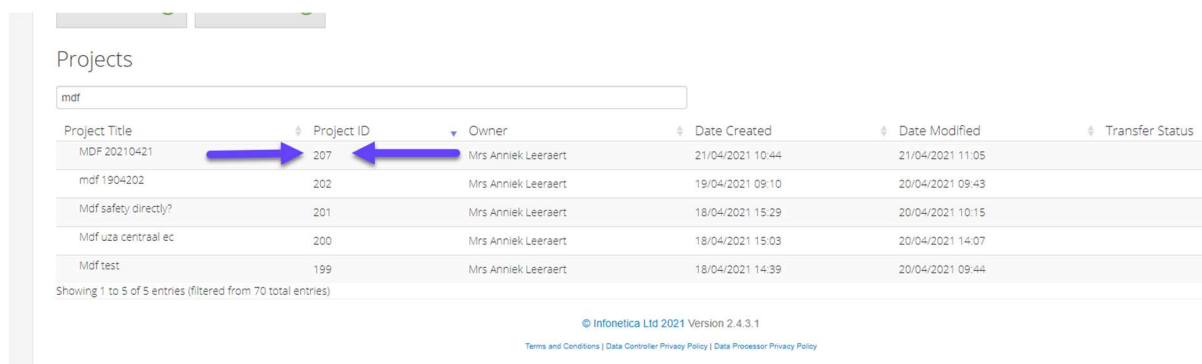


- Select in your 'work area' the project for which you want to submit an amendment (on your start screen you fill in the project number - click on the 'project ID' number in the table that appears – the requested study appears on your screen.



Project Title	Project ID	Owner	Date Created	Date Modified
MDF 20210421	207	Mrs Anniek Leeraert	21/04/2021 10:44	21/04/2021 11:05

Showing 1 to 1 of 1 entries (filtered from 70 total entries)



Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
MDF 20210421	207	Mrs Anniek Leeraert	21/04/2021 10:44	21/04/2021 11:05	
mdf 1904202	202	Mrs Anniek Leeraert	19/04/2021 09:10	20/04/2021 09:43	
Mdf safety directly?	201	Mrs Anniek Leeraert	18/04/2021 15:29	20/04/2021 10:15	
Mdf uza centraal ec	200	Mrs Anniek Leeraert	18/04/2021 15:03	20/04/2021 14:07	
Mdf test	199	Mrs Anniek Leeraert	18/04/2021 14:39	20/04/2021 09:44	

Showing 1 to 5 of 5 entries (filtered from 70 total entries)

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- You can now start to complete the amendment via 'create subform' , at the left on top of your screen under the 'actions' table.

The screenshot shows the 'Research Ethics Applications' interface. At the top, there is a navigation bar with 'Work Area', 'Contacts', and 'Help'. The main header is 'Mono commercieel law'. On the left, under the 'Actions' tab, the 'Create Sub Form' button (a plus icon) is highlighted with a red box and a red arrow. Below it are 'View as PDF' and 'Respond' buttons. The main content area shows a 'Project Tree' with a hierarchy: 'Mono commercieel law' > 'New application EC UZA-UAntwerpen' > 'Amendment (Not for CTRs or EQs)'. Below the tree is a table with 'Action Required' and 'Status' columns. The 'Action Required' column has the value 'No', and the 'Status' column has the value 'Approved Letter Sent'. At the bottom, there are tabs for 'Navigation', 'Documents', 'Signatures', and 'Collaborators'. The main heading for the subform is 'New application EC UZA-UAntwerpen'.

- Select 'Amendment (not for CTRs or EQs)', and click on 'create'

The screenshot shows a 'Create Subform' dialog box. It has a title bar with 'Create Subform' and a close button (X). The main text says 'Select the sub-form that you would like to apply to this form'. Below this is a dropdown menu with the option 'Amendment (Not for CTRs or EQs)' selected. A red arrow points to the dropdown menu. At the bottom right, there are two buttons: 'Create' (green) and 'Close' (grey).

Navigation

Documents

Signatures

Collaborators

Submissions

History

Amendment (Not for CTRs or EQs)

Section
Introduction
1. Research Project Information
2. Amendments
3. Signatures

Questions
Introduction
1. Title and PI
Personnel, Sites or Documents
Sign off

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- The above mentioned screen appears; ‘introduction’ – ‘title and PI’ are already completed; you need to specify your amendment under ‘personnel, sites or documents’

Previous

Next

Navigate

View as PDF

Documents

Signatures

Save

Share

Collaborators

Completeness Check

Submit

Trial name *(if applicable)*

Required Amendment Sections

Which areas would you like amendments to

☐ Personnel

☐ Sites

☒ Documents

☐ Commercial variation

☐ Other

- In this example new documents (eg. ICF) are amended; via the 'next' button you go to the next screen to upload the documents

Actions		
Previous	Next	Navigate
Download as PDF	Documents	Signatures
Save	Share	Collaborators
Completeness Check	Submit	

Amendment (Not for CTRs or EQs)

Document Changes

What document type would you like to upload

Please Select...

Documents you would like to amend

[Upload Document](#)

[Add Another](#)

- If all documents have been uploaded you can sign the study; if you are the PI you can sign the amendment via the use of your account (email address and password for this application)
 - o If you are not the PI then you send a request to the PI to sign the amendment. This procedure is the same as submitting a new study – you can read this procedure in the document 'workflow submitting new study' which you can find under the tab 'help' – 'templates')

Actions		
Previous	Next	Navigate
Download as PDF	Documents	Signatures
Save	Share	Collaborators
Completeness Check	Submit	

Amendment (Not for CTRs or EQs)

Sign off

Are you the principal investigator for this Project?

☒ Yes ☐ No

PI Signature

[Sign](#)

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- When you signed the amendment you can complete the submission of the amendment via the 'submit' button. When the submission was successful you will receive the message below (you will also receive this message by email)

Submission Message

Thank you for submitting your form. It has been successfully received.

If you have further questions, please contact ethischcomite@uza.be

Home

-
- When you click on the 'home' button in the message above you will go back to your 'work area'.
 - Below this screen you will find an overview of the projects you already submitted.
 - Under the 'notification' button you can follow the entire process of your submissions