

If you wish to make changes to an ethics application after it has been approved by the relevant HEAG or HESC, you will need to submit a request for amendment. A request for amendment must progress through the same approval process as the original ethics application before the changes will be incorporated as part of the approved ethics protocol. **Note:** any researcher named on the original ethics application may submit a request for amendment.

Creating a Request for Amendment

- 1 Log in to Themis using the **UOM Research Self Service** responsibility.
- 2 Select the **Human Ethics Workbench** function listed under the Ethics section.
The Human Ethics Home Page - Researcher Worklist screen will display.
- 3 Click on the Ethics Application Amendment: **Create** button in the Create New Documents section.

Human Ethics Home Page - Researcher Worklist

[Create New Documents](#)

Ethics Application (including transfers and registrations):

Ethics Application Amendment:

The Request for Amendment screen will display ethics applications on which you are named.

Request For Amendment

The applications below are current applications on which you are named as a researcher and which have been approved by the relevant ethics committee. To initiate a request for amendment locate the relevant application and select the "create" icon.

If the "create" icon is disabled it means that there is already a Request for Amendment being prepared by another named researcher, or one is currently under review by the HEAG or HESC. It is only possible to have ONE Request for Amendment in preparation or under review at any one time. A second Request for Amendment can only be created once the initial one has either been approved or rejected. Alternatively, the Request for Amendment currently in draft or under review can be updated to include the details of the additional amendments required.

Please contact your HEAG Administrator if you have any queries relating to incorporating additional requests within a current Request for Amendment.

[Refine Search](#)

Ethics Id	Application Type	Title	Responsible Researcher	Status	Create
0600280.1	Project Application	My life as a hamster	RODENT, MS IMA	Approved HEAG	
0600380.2	Minimal Risk	The best things about pizza	RONI, DR PEPE	Approved HEAG	
0600440.1	Minimal Risk	What is it about Greek food?	KOPITA, PROF SPANI	Approved HEAG	

Note: the **Create** icon will be inactive (i.e.: greyed out) if a Request for Amendment is currently in progress (i.e.: another named researcher is preparing a request) or currently under review by the HEAG or HESC.

- 4 Click on the **Create** () icon for the project you would like to request amendment.

The Request for Amendment details screen for the selected ethics application record will display.

Request For Amendment

Ethics ID	Status	Application Type	Title	Approval Category
0600380.3	Draft	Minimal Risk	The best things about pizza	HEAG

[General Instructions](#)

Nature of and Reasons for Amendment

Please provide details of the changes you propose to make to the project and explain why they are necessary. Please justify any increase in sample size. Note that if there are any changes to the details previously completed in the online section of the application, you can modify these by continuing to select NEXT throughout the online application that follows. Modification to details of researchers can be made via the Researcher Details screen. Any attachments that have been amended can be replaced/attached via the Attachment Screen.

Impact on Documentation

Indicate whether the proposed changes to the research will require any modification to documentation related to the ethics application (e.g., changes to consent forms, plain language statements or other documents). Indicate below which documents will be modified, or what new documentation is required, and ensure that you include updated versions of current attachments or add new attachments via the Attachments screen.

Possible inconveniences or Risks to Participants

5 Enter the details of your request for amendment.

Note: all fields must be completed before you will be able to progress to and update the application.

Field	Action	Comments
Nature of and reasons for amendment	Enter details of the changes you propose to make and an explanation of why they are necessary	
Impact on documentation	Indicate whether the changes will require modification to documentation relating to the project and include details of which attachments will be updated or what new attachments will be added.	
Possible inconveniences or risks to participants	Enter any inconveniences or possible risks that the changes may create for participants	
Actions to be taken by researcher to reduce risk	Enter any additional actions and/or support that you need to provide as a result of the changes	
Expected date of implementation of amendment to research	Enter the date you expect to implement the proposed amendment	Note: ensure you allow sufficient time for review of your request.
Possible affect on funding arrangements	Enter details any effects the changes will have on funding arrangements, if applicable	
Possible implications for compliance with legislative requirements	Enter details of any effect the changes will have on compliance with legislative requirements, if applicable	

6 Click on the **Next** button to progress to the ethics application.

Note: this is a copy of the original ethics application with the same Ethics Application ID as the original. However the Application ID will have a new version number (e.g.: 0600380.3) and the status will be Draft.

Ethics ID	Status
0600380.3	Draft

7 Progress through the ethics application and update details as required.

8 Attach any new and/or modified documents.

For example: application, consent form, plain language statement, etc.

9 Click on the **Submit Application** button.

A message will display confirming your request for amendment has been submitted to the nominated HEAG for review.

An electronic version of this Request for Amendment has been submitted to the nominated HEAG. (The Administrator of the HEAG will receive an email alert advising that the amendment has been submitted). However, to facilitate the review process you will also need to provide the HEAG Administrator with ONE paper copy of:

- A summary of information you have entered in Themis (to print a copy of this summary, select the Reporting tab at the top right of this page, choose REQUEST FOR AMENDMENT from the list of available reports, enter the ethics ID number, select SUBMIT. Via the reports monitor screen, select the OUTPUT icon to view the report and then choose to print it to your standard printer.)
- Any new or modified attachments that you have entered into Themis as part of this Request for Amendment
- Any additional supporting documentation that is only available in hard copy

Your request for amendment will display in the Current Applications section of your workbench.

Note: the Ethics Id will indicate a new version number for the application.

CURRENT APPLICATIONS					
▶ Refine Search					
Ethics Id	Application Type	Responsible Researcher	Title	Status	View
0600440.1	Minimal Risk	KOPITA, PROF SPANI	What is it about Greek food?	Approved HEAG	
0602181.1	Project Application	NORING, DR CONSTANCE	Life in the undergrowth - an exploration of the hours after a big night out	Lodged	
0600380.3	Minimal Risk	RONI, DR PEPE	The best things about pizza	Lodged	

10 Print a copy of the Request for Amendment and any revised/new attachments.

Refer to **Printing a Human Ethics application and related attachments** information sheet for further details.

11 Ensure the Request for Amendment is signed by the responsible researcher.

12 Submit the paper copies of your Request for Amendment and any attachments to the HEAG Administrator.