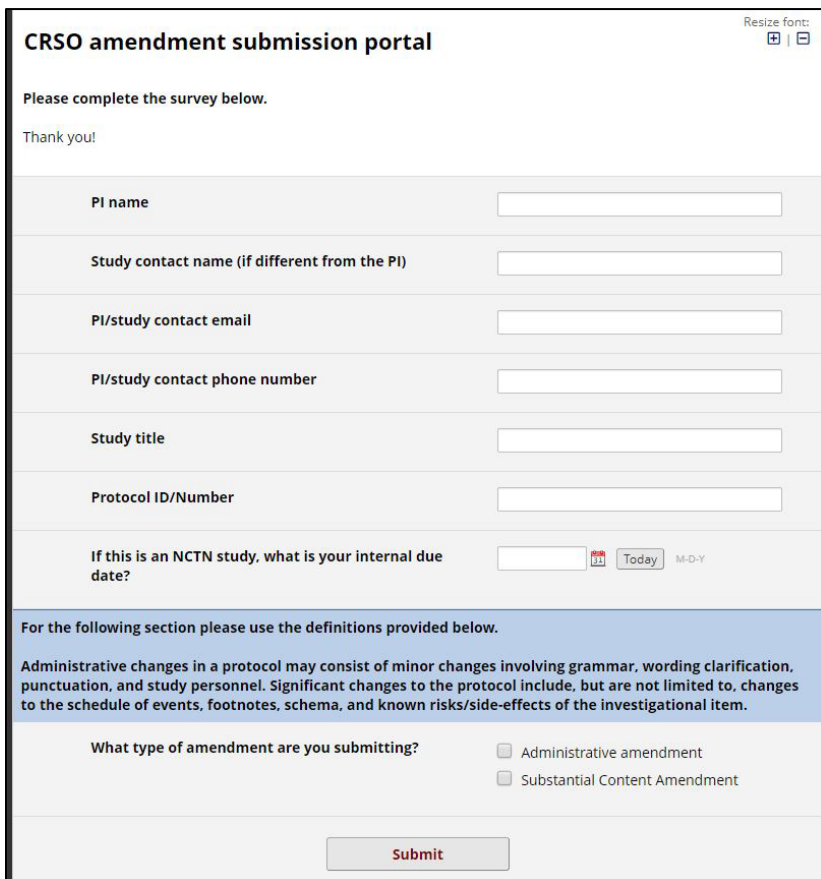


Submitting an Amendment for Coverage Analysis and Calendar Build Review

Amendment Request via REDCap CTM-WI-2007 Work Instructions

1. To submit an amendment request, go to the [CRSO Amendment Submission Portal](#) and fill out the survey.



CRSO amendment submission portal

Please complete the survey below.

Thank you!

PI name	<input type="text"/>
Study contact name (if different from the PI)	<input type="text"/>
PI/study contact email	<input type="text"/>
PI/study contact phone number	<input type="text"/>
Study title	<input type="text"/>
Protocol ID/Number	<input type="text"/>
If this is an NCTN study, what is your internal due date?	<input type="text"/> Today M-D-Y

For the following section please use the definitions provided below.

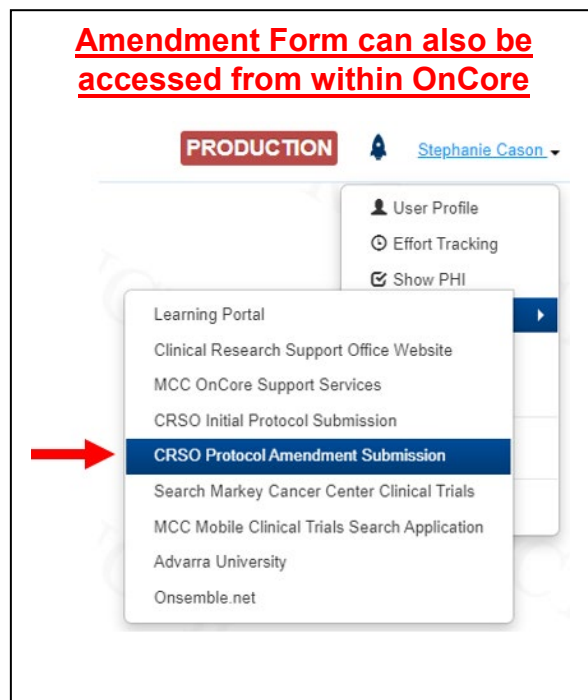
Administrative changes in a protocol may consist of minor changes involving grammar, wording clarification, punctuation, and study personnel. Significant changes to the protocol include, but are not limited to, changes to the schedule of events, footnotes, schema, and known risks/side-effects of the investigational item.

What type of amendment are you submitting?

Administrative amendment

Substantial Content Amendment

Submit



2. Choosing **Administrative Amendment** or **Substantial Content Amendment** will open some additional questions and allow you to upload pertinent documents.

PROTOCOL and CONSENT are REQUIRED for Processing. Please submit a tracked changes/red-lined version of the protocol and/or consent for quicker processing.

3. After submitting, you will receive an email from the CRSO and REDCap, letting you know that your request has been successfully submitted and received.