Legacy Protocols

Amendments and CRs

Guide on how to submit amendments and continuing reviews for legacy protocols

Locate Protocol

- To find your legacy protocol, click "Locate My Records" or enter the protocol # into "Quick Find," both located within the top ribbon of the webpage, .
- Click the Protocol # and select Create New -> Amendment, Continuing Review, etc.

Complete Application

- The eform will open in a new window
- Scroll to the Amendment (or other action) section and answer each question fully
- **Changes in staff must also be changed in the Personnel sections. Take this opportunity to ensure your staff lists are correct**
- Unlike non-legacy protocols, you will not have to make other changes in the application itself
- Upload any revised/new documents in the Attachments section
- Complete Acknowledgement section

Submit Application

- When the application is complete, click "Validate," "Save," check the "Check for Errors" box, and click "Submit"
- These buttons are located along the top right of the popup window

Quick Tip

- If this is the first time submitting an amendment for a given protocol, the text boxes in the Amendment section will be blank

- If this is **not** the first amendment submitted for a given protocol, the Amendment section will be filled in with the last amendment's information. **Delete this information - it has already been saved so you won't lose your amendment history!**

Questions? Email irb@bc.edu