## Amendment Guidance for Research Ethics Application Management System (REAMS).

If you have an approved ethics application and would like to make changes to your protocol or your research group, you need to file an amendment. An amendment application supersedes the earlier version which will become void, only the latest amendment is valid.

There are two different kinds of amendments: Minor Amendments and Substantial Amendments and the procedure varies depending on if your ethics approval was processed in REAMS or before the system was launched. Please read and follow this guide.

## 1. Minor amendments

The amendments listed below can be considered as minor without the need for ethical review. However, all minor amendments to your ethics application must be submitted to the relevant U

Open your approved application in REAMS, + and choose
Form Gick here to begin your
amendment through the form, signing it at the end.

The new information that you add in this special minor amendment form will be
incorporated into your application and will be visible if you ask for further amendments or if
you print your form as pdf. If you need to make another minor amendment, dick the line
Research Ethics Application of your application to mark it grey, then use

Sub Form again and follow the same procedure as above.

- 6. When you reach the question: Which system was the pr I confirm this is an amendment to a paper-based application. You will then need to provide the previous application ID number and answer questions regarding your amendment.
- 7. Thereafter, the program will direct you on how to upload the files of your amended application. Please upload all files that are part of your application, that means those files where you did changes (amended) as well as those files that were kept unchanged. This is necessary as your application has not previously been added into REAMS. When uploading the file in the respective fields, please indicate in the field version number if the file has been till identical to your old application (write: