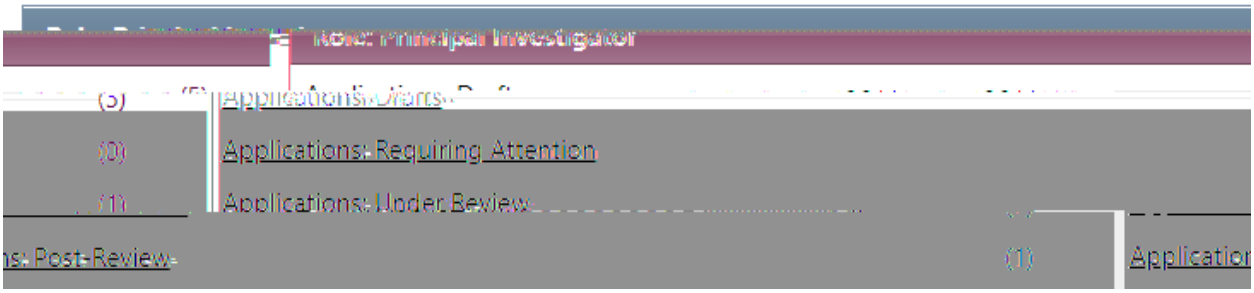
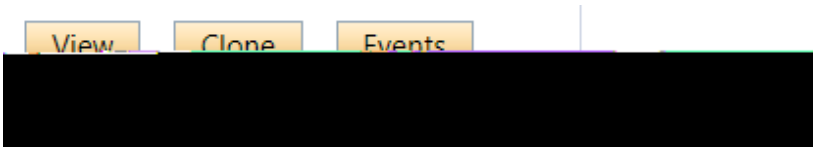
Office of Research Services
ROMEO Researcher Portal Guides

How to Request an Amendment and/or Renewal

When a protocol has been approved, the application will move from Applications: Under Review to Applications: Post-Review.



Under the Applications: Post-Review section, locate the file and click the Events button.



Select the appropriate event form.

Respond to the questions under the various tabs, then click Submit.

Upon submission, the file will move from Events: Drafts to Events: Under Review. At this point, no edits can be made, and the event will be read-only. If the PI needs to make revisions, contact the UCLA or ACUC Administrator and they will enable editing mode.

If the Administrator returns the event for editing, the PI and project team members(v)-7(e)0.7(n)D37ef8]307r301 Tc(s(v)--5.6