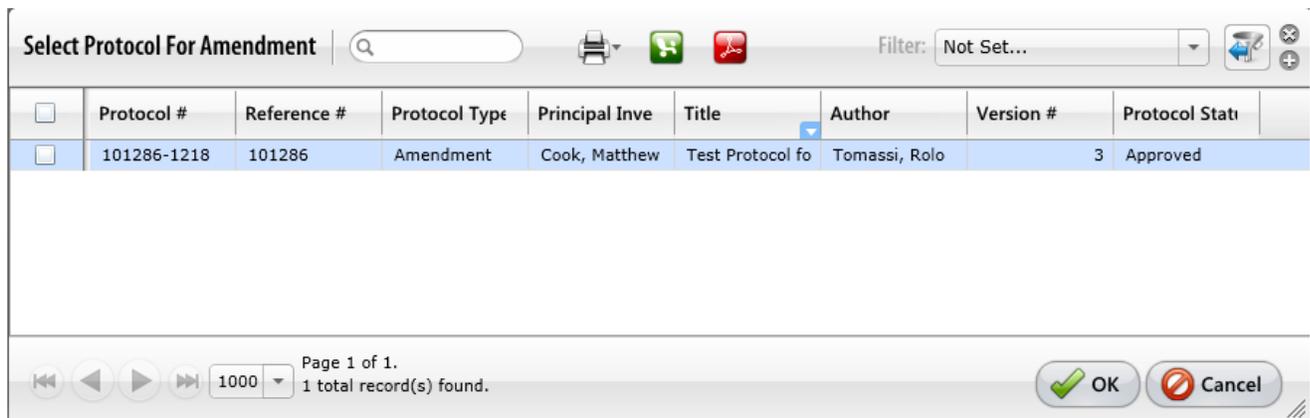# How to Create a Modification/Amendment to an Approved Animal Protocol

This guide assumes you are logged into Topaz Elements and have an Approved Animal Protocol within the system.

1. From the Main Home Screen under the Compliance Menu, click **Animal Protocols**.

2. On the Protocols Menu, select **Create Amendment Protocol.**

3. A dialogue box will generate which will list all your approved protocols. **Select the desired protocol** from the grid to amend and modify by clicking on it.
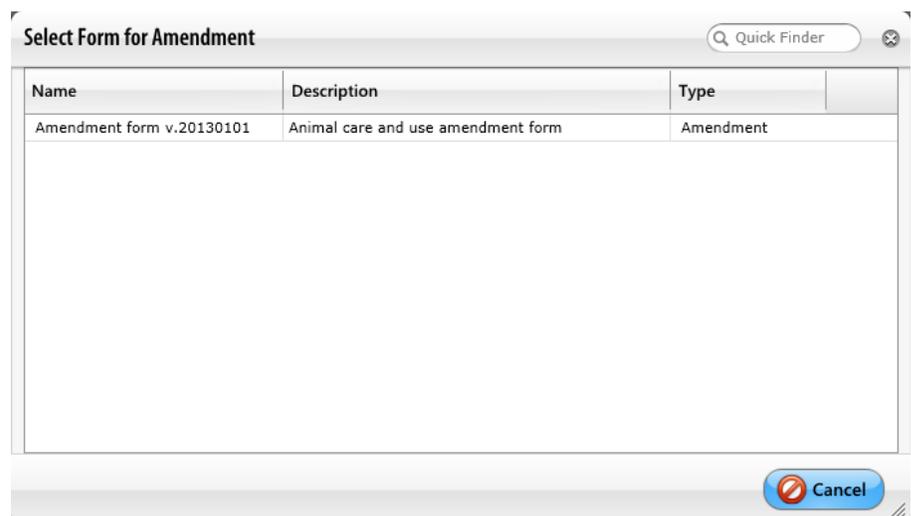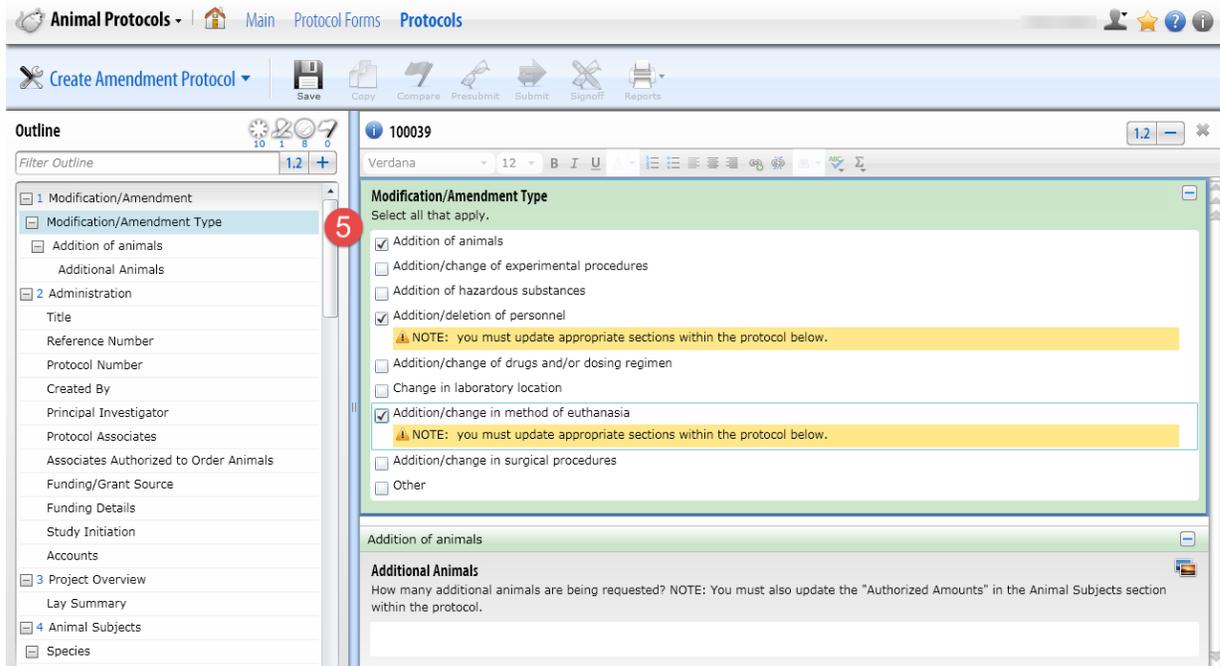

4. Click on the **Modification/Amendment form** from the Select Protocol for Amendment grid.

5. Your approved protocol will generate with a modification header in Section 12 Modification/Amendment of the outline. **Click on the box(es) that state(s) what the modification(s)** are associated with your protocol.

6. **Amend the protocol** by going to the section of your protocol that is associated with each change and modify your protocol. For example, if you need to add animals, you must go to the animal section and change your animal numbers in the "authorized amounts" section (a) and also put in a justification for the additional animals you are requesting in the "rational for requested animal numbers" section (b).
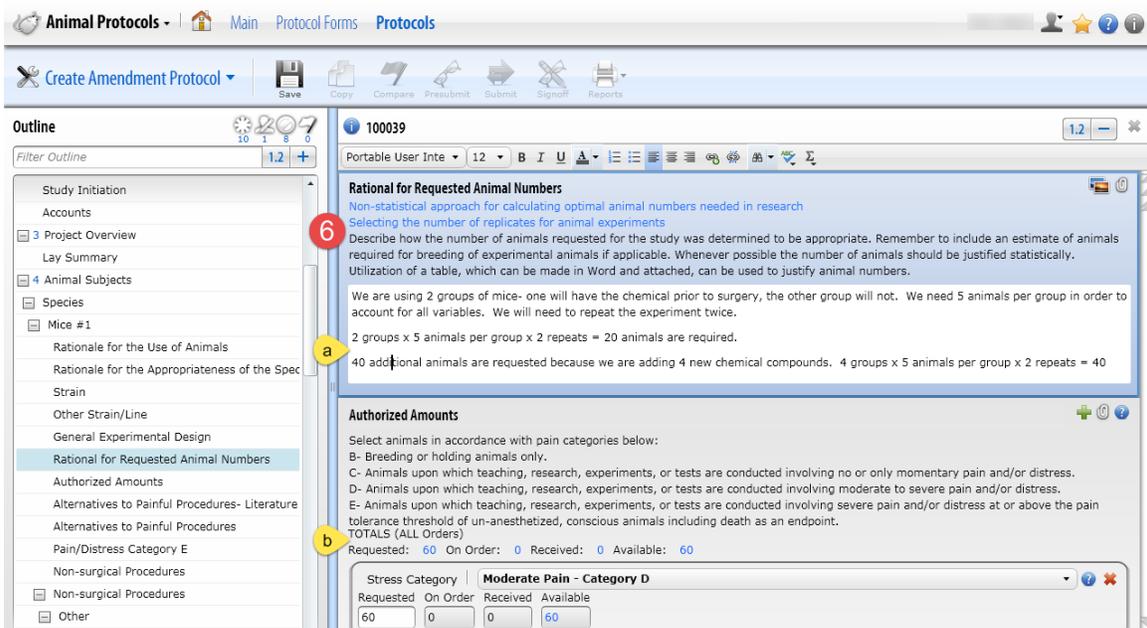

NOTE: *You need to make the changes in the document for each modification requested. Modification requests will be returned to you if this is not done.*

7. Once you are sure the protocol is ready to be submitted, click the **Submit** button. The Set Status dialog box appears.
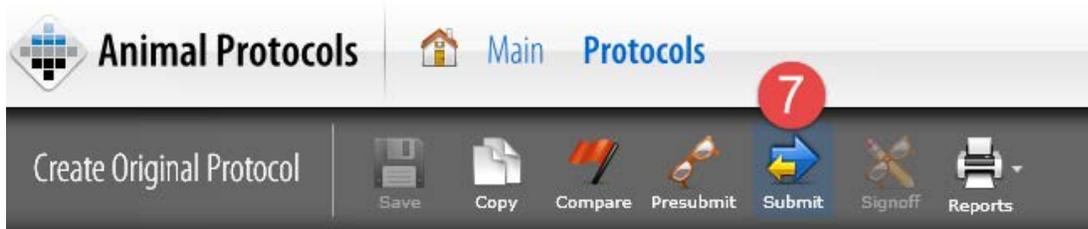
8. On the Set Status dialog box, click **Submitted** and then **Set Status** button .

9. An e-Signature dialog appears, please
   a. Click Sign Via Shibboleth button.
   b. Enter your UConn Health domain account **username.**
   c. Enter your UConn Health domain account **password**.
   d. Click Login button
   e. After successful login, you will be returned to the protocol.
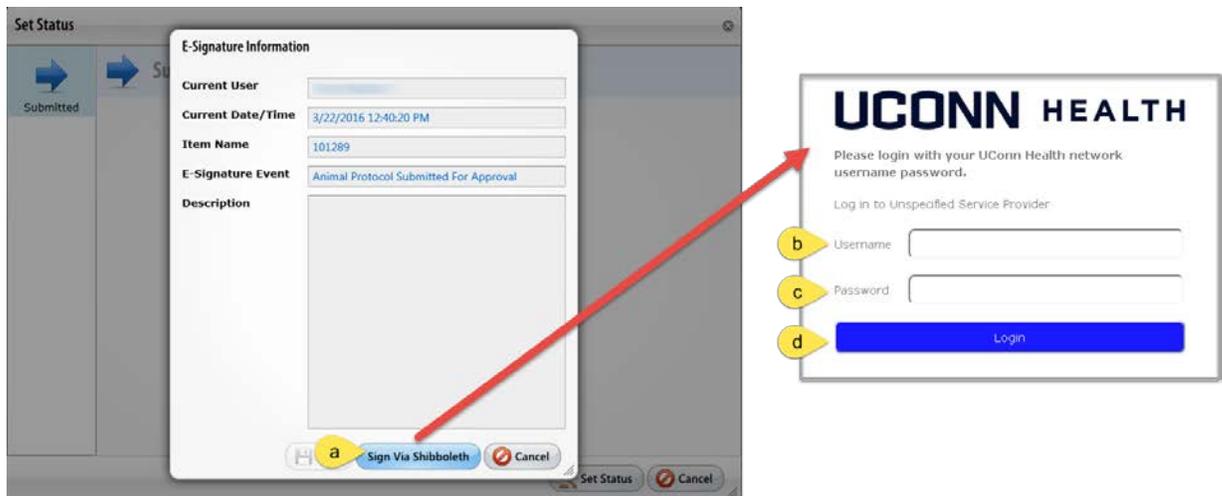
10. Your protocol has been submitted. To confirm that your protocol was submitted using the Product Selector go to **My Dashboard > My Protocols**. Look for the protocol you just submitted. The Protocol Status should report "Submitted". If it doesn't, then something went wrong. Simply go back into the protocol by clicking on it and re-submit by repeating steps 7-9 above.