




Amending an MUA

Help Topics:

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1. To initiate an amendment to your approved MUA, click "Amend".

Approved

MUA Action	MUA	Version	Title	PI	Status
 Locked View Show History	16182-2	2	Research Title Goes Here		Approved
 Locked  View Show History Amend Terminate	16180-3	3	My Research		Approved

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2.0 r/sNA Non-Exempt



3.0 Infectious Agents



4.0 Human Cell Lines

5.0 Biological Toxins

6.0 Biosafety



7.0 Attachments

8.0 Facilities

9.0 Main Contacts

10.0 Personnel

11.0 Attestation



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ADMINISTRATION:

[Assign Data Access Rights](#)

Project Title: Research Title

Status: Approved/Current [

LAPSED]

Save

3. Click
"Save".

1. Amendment Summary

Update your MUA's data access rights: [Click here to manage the list of people who have access to edit this MUA on this website.](#)

My work has changed, and I would like to amend this MUA.

Save

2. Check the box for "My work has changed and I would like to amend this MUA."

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ADMINISTRATION:

[Assign Data Access Rights](#)

MUA #: 16182-2-AM02 Project Title: Research Title
Status: Amendment Not Submitted [[LAPSED](#)]

5. Click "Save and Proceed".

1. Amendment Summary

Update your MUA's data access rights: [Click here to manage the list of people who have access to edit this MUA on this website.](#)

My work has changed, and I would like to amend this MUA.

Provide a brief description of the changes you are making to your MUA.
(For example, adding/deleting personnel, facility room change, brief change to research objectives, adding biohazardous agents.)

Amendment description here.

4. Provide a brief description of the changes you are making to your MUA.

6. Make necessary changes to your MUA based on the changes to your work.

Track Changes Features

2.2.1 Information about Inserted Sequences used in your research

[What should I include in this table?](#) | [Why does the IBC want to know this?](#)

2.2.1.1 Name of Inserted Sequence, Species/Strain of Origin (If multiple inserts of similar origin group by strain or classify by category)	2.2.1.2 Acquisition Source
<i>Fluorescent protein gene</i>	<i>Commercial vendor</i>
<input type="text"/>	<input type="checkbox"/> Commercial Vendor <input type="checkbox"/> Developed/created in my lab <input type="checkbox"/> Acquired from a collaborator
new gene	Developed/created in my lab
test	Commercial Vendor

The system will track changes made throughout the MUA. Additions will be indicated with a **green highlighted text** and deletions with a **red strikethrough**.

1.0.2 Research Summary

Briefly summarize how recombinant or synthetic nucleic acid style understandable by an educated layperson.

Include:

- Specific aims of your research. If your research involves
- [See sample summary.](#)
- Overview of experimental methods.
- The use of research materials with animals.

(Limit 1500 words)

Research summary goes here|

Show Table of Contents

- Overview of experimental methods.
- The use of research materials with animals.

Show Changes

(Limit 1500 words)

Research Summary Goes - New Text

Hide Changes






Research Summary Goes ~~Here~~ New Text

To view edits to text in a text box you must "Save" and then click "Show Changes". A separate box will appear displaying edited text.

The system will track changes made throughout the MUA. Additions will be indicated with a **green highlighted text** and deletions with a **red strikethrough**.

A red delta symbol will be displayed on the table of contents indicating changes made in that section of the MUA.

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Annual Review Summary

Adding Personnel

1. To Add personnel, click on section 10.0 Personnel from the Table of Contents.

10.0 Personnel

10.1 Add personnel

Add New Person

Proceed

2. Within the Personnel section, Click "Add New Person"

3. Key in the NetID of the person being added. Click "Find Person"

NetID

Find Person

Enter a NetID (e.g. abc123) and hit the "Find Person" button.

4. Verify the Name.

5. Fill in the Title. Check the box(es) for the type of materials the person will be working with.

NetID	Name	Title	Working with r/sNA?	Working with biohazardous materials?	Working with Bloodborne Pathogens* (ie. Human blood** , Human cell lines or OPIM***)	Date Added/Changed	Added/Changed By	Added to
AV234	Amita Verma	<input type="text" value="Administrator VII"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/3/2014	AMS76	MUA

Is this the correct person?

6. Click "Yes, add this person"

7. A Confirm Navigation window appears. Click "Leave This Page" to save. You can then add more personnel or navigate to another section of the MUA.

Confirm Navigation

You have attempted to leave this page with unsaved data.

Are you sure you want to leave this page?

Submitting the Amendment

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ADMINISTRATION:

[Assign Data Access Rights](#)

MUA #: 16180-3-AM01 Project Title: My
PI: Status: Amendme

1. Make the necessary changes in the MUA. When you are ready, submit the Amendment to the IBC.

sections of this application active.

Save Save and Proceed

Are you sure you want to submit this project to the IBC for review?


Please also ensure that all members of this project [submit electronic signatures](#).

Upon submitting this form, an email notification will be sent to both the Principal Investigator and you, the registrant.

Once submitted, your project data will be unchangeable while under review. If the IBC requires revisions, you will be notified and permitted to make changes.

2. As a final step, click "Submit Application". You will receive an email notification confirming successful submission.

In Progress

	MUA Action		MUA	Versio
	SUBMIT APPLICATION Cancel	<input type="button" value="View"/> <input type="button" value="Show History"/>	16202- 1	1

Upon submission to the IBC:

- The status will change to “Amendment Received by IBC”;
- MUA Action shows the record is “Locked” or read-only Mode;
- The MUA Number will display the Amendment# as XXXXX-X-AMXX;
- The version will increment by 1 (for example, 0 is now version 1).

[Create MUA](#)

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Approved

MUA Action		MUA	Version	Title	PI	Status	Status Date	Expiration
Locked <input type="button" value="View"/> <input type="button" value="Show History"/>		16182-2	0	Research Title		Approved/Current	11/06/2014	07/01/2014

In Progress

MUA Action		MUA	Version	Title	PI	Status	Status Date	Expiration
Locked <input type="button" value="TEST ANNUAL REVIEW"/> <input type="button" value="TEST 3YR RENEWAL"/> <input type="button" value="View"/> <input type="button" value="Show History"/>		16182-2-AM02	1	Research Title		Amendment Received by IBC [LAPSED]	11/06/2014	