

The screenshot shows a web browser window with the URL <https://resmsck02t.research.chop.edu/Upgrade/Rooms/DisplayPages/LayoutInitial?Container=com.webbridge.entity.Ent>. The browser title is "Penn/CHOP study #13 - Windows Internet Explorer provided by Childrens Hospital of Philadelphia". The page content includes a navigation bar with "eResearch", "IRB", and "CTRC" tabs. The main heading is "QA-5.6.0.1 Upgrade Test" and the user is identified as "PI1 Test User".

The "Current State" section shows the protocol is "Approved". Below this are buttons for "View CTRC Study", "Printer Version", and "View SmartForm Progress".

The "My Activities" section includes "Log Public Comment" and "Update Publications".

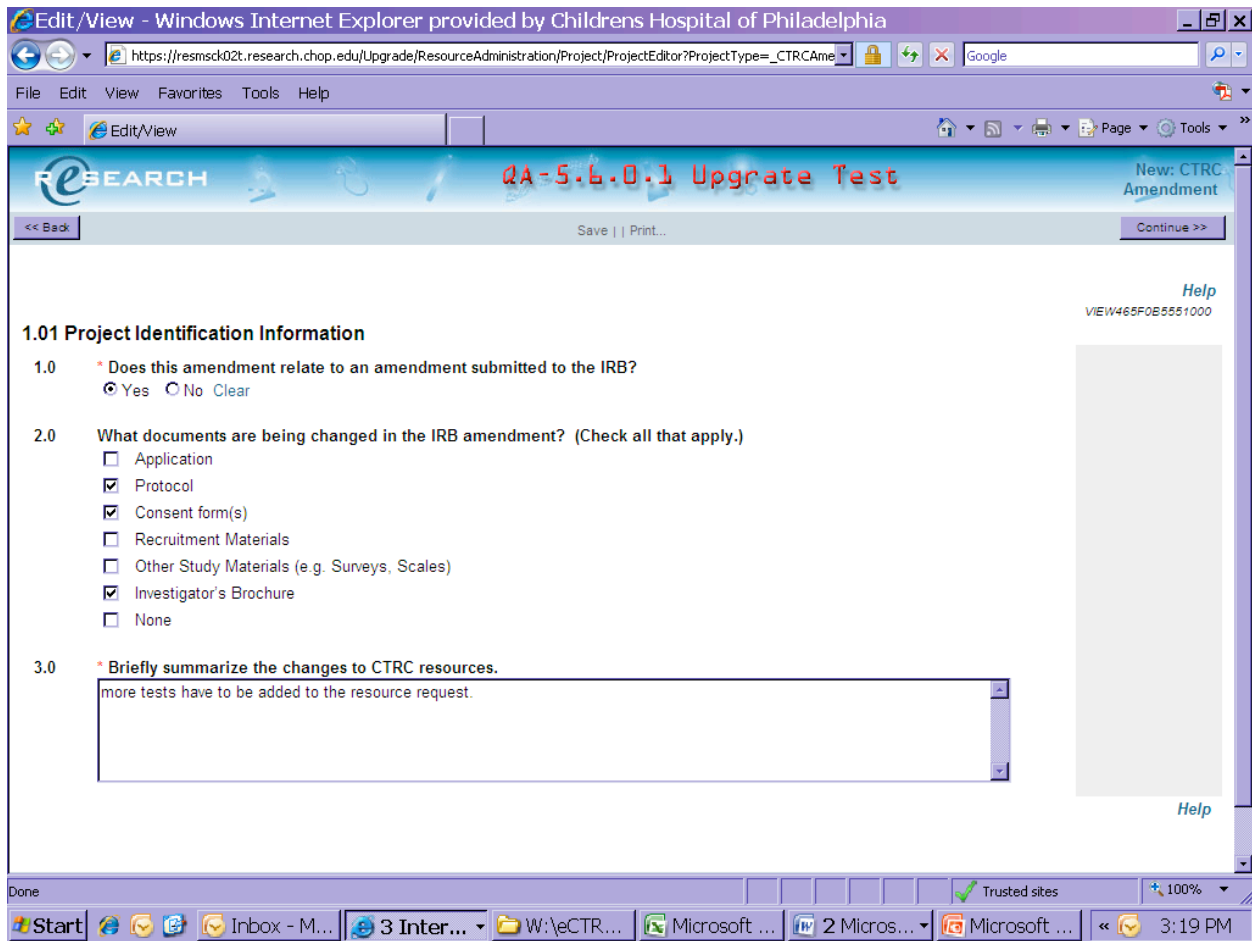
The "Create" section is circled in red and contains a "New Amendment" button. Below this are tabs for "History", "Amendments", "Continuing Reviews", "Publications", and "Change Log".

The "History" tab is active, showing a table of activities:

Activity	Author	Activity Date
Continuing Review Opened	PI1 Test User	2/2/2010 11:20 AM EST
Letter to PI Sent	CTRCADM Test User	1/28/2010 1:11 PM EST

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, Internet Explorer, Word, Microsoft Office Word, Microsoft Office Word), and the system clock at 3:17 PM on 5/8/2012.

To start a CTRC amendment, go to an Approved protocol's workspace, under "Create" click on "New Amendment"



You are brought directly to the CTRC Amendment Application. Finish answering the amendment applications questions, then hit "FINISH"

The screenshot shows a Windows Internet Explorer browser window displaying a web application. The browser's address bar shows the URL: <https://resmsck02t.research.chop.edu/Upgrade/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Ent>. The browser's title bar reads "Amendment 1 for Penn/CHOP study #13 - Windows Internet Explorer provided by Childrens Hospital of Philadel...".

The web application's header includes the "RESEARCH" logo and the text "QA-5.6.0.1 Upgrade Test". Below the header, there are navigation tabs for "eResearch", "IRB", and "CTRC". The current page is titled "CTRC > Penn/CHOP study #13 > Amendment 1 for Penn/CHOP study #13".

The main content area is titled "Current State" and features a red button labeled "Copying Modified Study". Below this button are two smaller buttons: "Edit Amendment" and "Print-Friendly Amendment". To the left of the main content, there is a section titled "My Activities" with a sub-item "(Copying Study)".

The main content area displays the following information for "IRB 10-007443\_CTRC01\_AM1 (Amendment 1 for Penn/CHOP study #13)":

Study Name:	Penn/CHOP study #13			
Principal Investigator:	PI1 Test User	Study Contact:		
Protocol Category:	Category B	Funding Type:	CHOP Department or Division	
Meeting Date:		Agenda Link:		
IRB Study:	IRB 10-007443	IRB Status:	Approved	
IRB Submission Type:	Outside IRB Responsible for Research (Penn Cooperative Agreement)		IRB Review Type:	Cooperative Review

A red box titled "Copy Status" contains the following text:

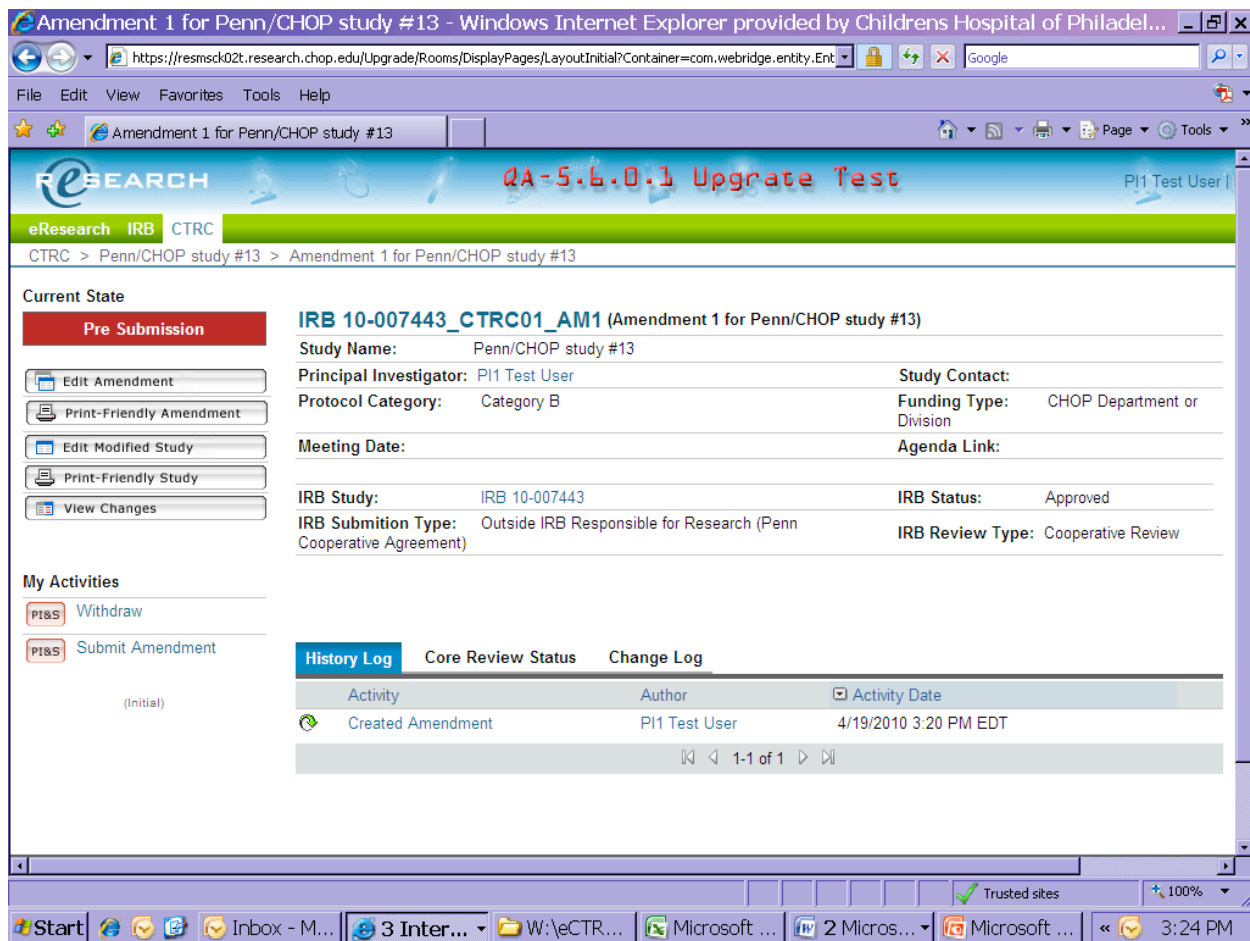
This modified study is currently being copied as part of the amendment creation process. Until this process completes, certain functions and buttons will be disabled. Please refresh your browser when the copy completes.

This process may take up to 5 minutes. If you see this screen after 30 minutes, please contact your system administrator.

**Copy Progress**  
Status: Running  
Date started: 4/19/10 3:20 PM  
Last run: 4/19/10 3:20 PM

The browser's taskbar at the bottom shows the Start button, several open applications (Inbox, 3 Internet Explorer, W:\eCTR..., Microsoft..., 2 Microsoft..., Microsoft...), and the system clock showing 3:20 PM.

You are brought back to the Amendment workspace. You will see a Copy Status message.



Click on “Edit Amendment” to modify the Amendment application. Click on “Edit Modified Study” to make changes in the resource request. After CTRC review, you will receive a CTRC amendment approval letter via eResearch notification.

\*\*Be sure to click on “Submit Amendment” to send to CTRC for review. Study team members can submit amendments.

You can “Withdraw” the amendment if you need to.

Be advised – the eCTRC amendment submission and review is separate from the eIRB amendment submission and review.