

Reviewing and Submitting Trial Amendments - Include v4.5

After you have completed updating the trial, review the information for errors and edit any details that do not match the changes in your change memo or other source. You can print a copy of the Amend Trial pages to facilitate the review and/or keep for your records.

How to Review and Submit Trial Amendments

1. Complete all modifications to the most recent trial submission.
2. Scroll to the bottom of the **Amend Trial** page, and click **Submit Amendment**.
The system checks for errors and missing information and displays the results in a message at the top of the Review Trial Details page. Indicators mark specific fields that you must complete or correct in order to submit the trial.
3. Correct any errors if indicated, and repeat the previous step as many times as necessary until the amendment is error-free.
4. Once the amendment has been successfully submitted, the **Trial Details** page will load with a confirmation message stating the following:



Confirmation Message

The amendment to trial with the NCI Identifier NCI-xxxx-xxxxx was successfully submitted.