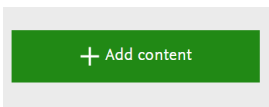
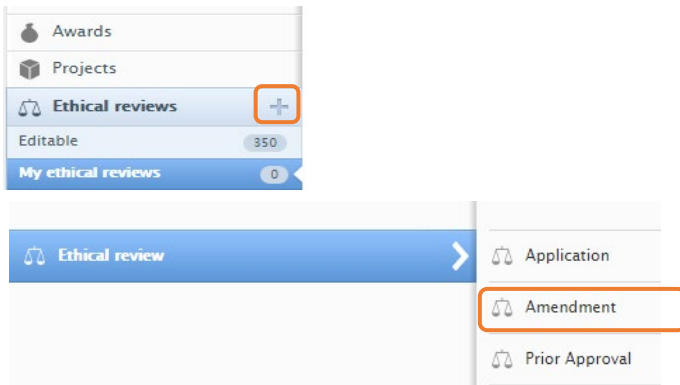


# How to Make an Amendment to an Existing Ethics Application

To make or request an amendment to an existing ethics application, log in to Pure (pure.bond.edu.au) and click on the green 'Add content' button on the right-hand side of your overview screen:

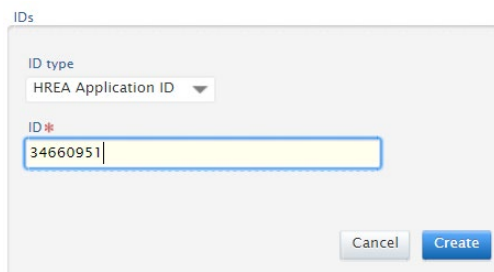


Click on the plus [+] sign in the 'Ethical review' tab from the list of options on the left-hand side of your screen and select the 'Amendment' type of review:




Complete the following information:

- **Project Title**
- **IDs:** HREA identification number. Add the ID by selecting the *ID type* and typing in the associated *HREA ID number* as shown below:

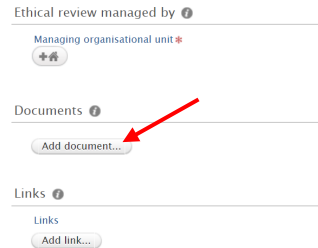


Click on 'Create' to save.

- Use the *Notes* section to explain why amendments are required, e.g.: change of personnel or end date.

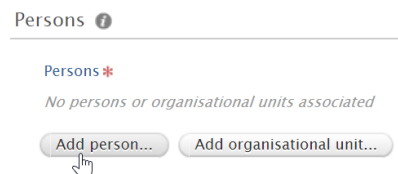


If you need to provide more detail to describe the amendment, use the [Summary of Amendments Form](#) and then attach it to the *Documents* section as a PDF, about halfway down the template:

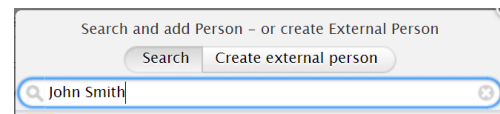


**!! Most minor amendments consist of one of the following:**

a) **a change to personnel** - Add the full project team one by one under the *Persons* section. To do this, click on the *Add person* button:



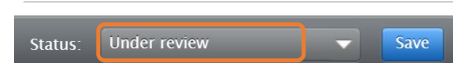
Search the name of the team member you wish to add and select them from the list. If they are not already in the system you can create a new record by clicking on 'Create external person':



b) **a change of date** (extension or early completion) – add new date in the *Notes* section.

c) **a change to protocol** – complete the [Summary of Amendments Form](#) and attach it to the *Documents* section as a PDF, about halfway down the template. If necessary, attach any supporting documentation such as the revised protocol document as a PDF.

- Check that the workflow status reads *Under Review* and remember to hit **Save!**



In most cases approval for minor variations can be issued rapidly.