

### Using the new “Copy For Amend” feature:

*Note: this functionality will only work for new IACUC Full Applications that includes Copy for Amend (CFA).*

The new version of the IACUC Full Application allows you to make changes directly to your original application, rather than having to submit a separate form (i.e. amendment xForm).

This guidance will allow you to determine whether this feature is available for your current application, and, if so, how to use it.

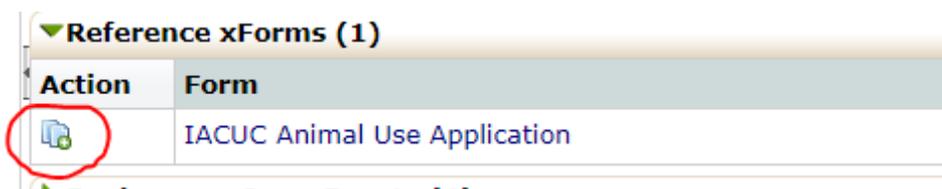
1. Go to “My projects” on your dashboard and select the project that you want to amend.

If your application includes the CFA functionality you will see a “Reference xForms” section in the center of your project page. This is your initial application.



Action	Form
	IACUC Animal Use Application

2. To use the CFA feature, select the button under “Action” in the “Reference xForms” section. This will make a copy of your application for you to make revisions to.



Action	Form
	IACUC Animal Use Application

You will be asked to update each section of the application that will be impacted by the requested changes. Make the appropriate changes where necessary.

Once you have provided a general summary of the revisions made and revised the appropriate sections of the application, you may then submit the application as normal, for review. Those sections of the application that you have changed will now be highlighted in yellow.

**If you do not see any of the options mentioned above, then you are more than likely working with an old version of the application/form.**

**This will still require you to submit a separate xForm form by following the same steps as you have done previously.**

If you encounter any issues with this form, immediately reported these issues to Tracee Wilson via email ([tracee.wilson@cmich.edu](mailto:tracee.wilson@cmich.edu)) and [IACUC\\_Admin@cmich.edu](mailto:IACUC_Admin@cmich.edu) or by calling 989-774-7313.