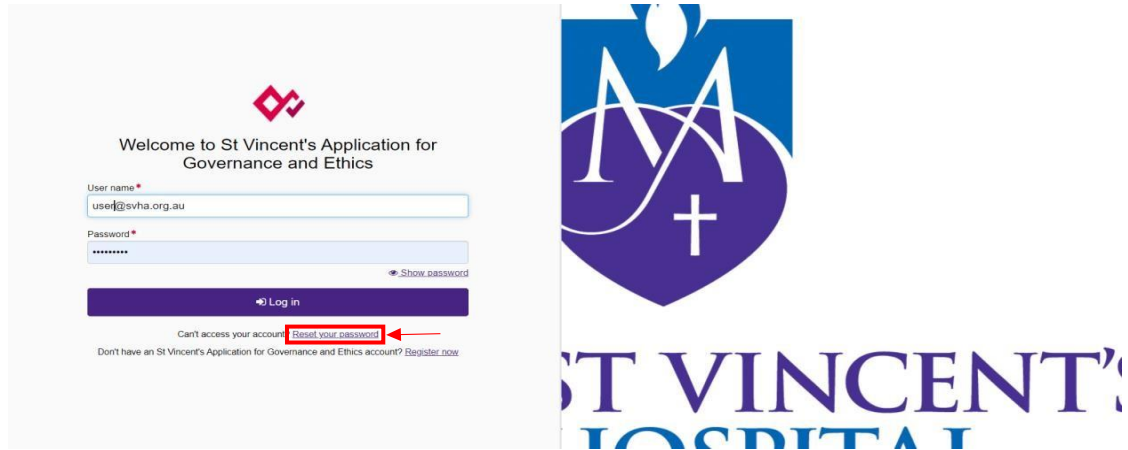


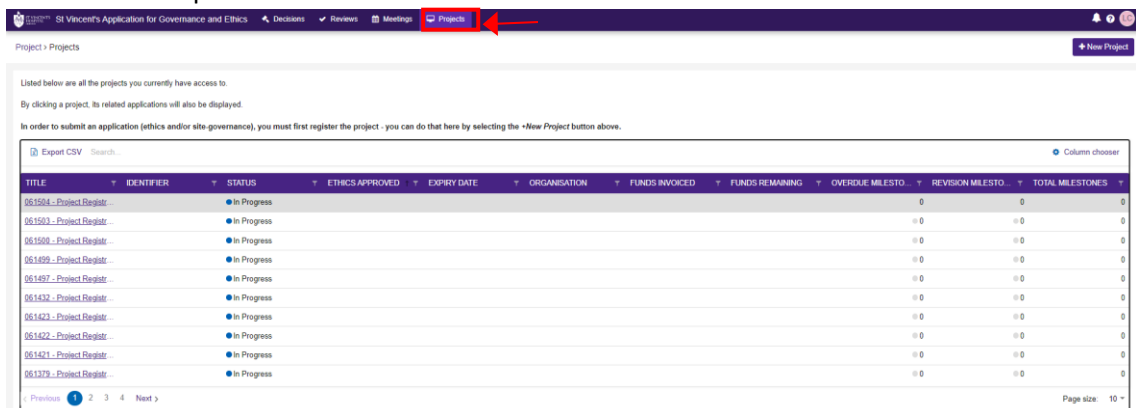
SAGE – Quick Reference Guides

Amendment Request

1. Begin by logging into SAGE with your SVHM username. You will need to follow the reset password link during your first login.



2. Under **'Projects'**, locate and click the Project ID for which you would like to submit an amendment request.



TITLE	IDENTIFIER	STATUS	ETHICS APPROVED	EXPIRY DATE	ORGANISATION	FUNDS INVOICED	FUNDS REMAINING	OVERDUE MILESTO	REVISION MILESTO	TOTAL MILESTONES
061504 - Project Registr...		In Progress						0	0	0
061503 - Project Registr...		In Progress						0	0	0
061508 - Project Registr...		In Progress						0	0	0
061809 - Project Registr...		In Progress						0	0	0
061497 - Project Registr...		In Progress						0	0	0
061432 - Project Registr...		In Progress						0	0	0
061423 - Project Registr...		In Progress						0	0	0
061422 - Project Registr...		In Progress						0	0	0
061421 - Project Registr...		In Progress						0	0	0
061379 - Project Registr...		In Progress						0	0	0

3. Under **'Hierarchy'** select the post-approval project branching from the ethics/governance application, depending on the amendment type.
 - a. **Note:** It may be useful to become familiar with 'Applications' and 'Projects' within SAGE.
 - i. **Applications** may be edited, submitted, viewed for approval status and/or resubmitted.
 - ii. **Projects** represent either the Project as a whole, or the post-approval applications, with which you may request amendments, submit breach reports and safety reports.

Project > 2022/PID01230 - SAGE Workshop

Applications Details More information requests

Project details are on this page.

Export CSV Search... Column chooser

IDENTIFIER	TITLE	COMMENTS	VERSION	STATUS	OWNER	CREATED...	MODIFIED...	ORGANIS...	RELATIO...
2022/SSA00004	SAGE Works...		1.00	Authorised	LC	22/04/2022	23/05/2022	St Vincent's H...	↑
2022/SSA0...	SAGE Works...		1.00	In Progress	SN	22/04/2022	22/04/2022	St Vincent's H...	↑
2022/SVH...	SAGE Works...		1.03	Approved	LC	03/05/2022	20/05/2022	St Vincent's H...	↑

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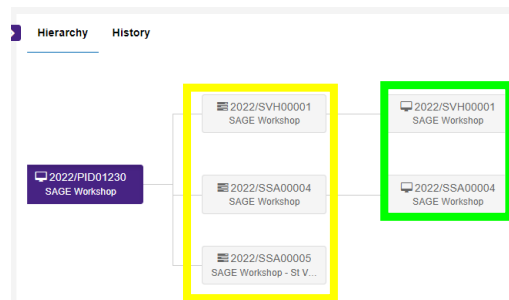
Hierarchy History

2022/PID01230 SAGE Workshop

2022/SVH00001 SAGE Workshop

2022/SSA00004 SAGE Workshop

2022/SSA00005 SAGE Workshop - St V...



4. After clicking the ethics "project" you will be taken to this page, select the **'Forms'** tab

Project > 2022/PID01230 - SAGE Workshop > 2022/SVH00001 - SAGE Workshop

Applications Details **Forms** Milestones More information requests

Project details are on this page.

Export CSV Search... Column chooser

IDENTIFIER	TITLE	COMMENTS	VERSION	STATUS	OWNER	CREATED...	MODIFIED...	ORGANIS...	RELATION...
2022/PID01230	SAGE Works...			Registered	L			SVHM	↑
2022/SSA00004	SAGE Works...		1.00	Authorised	LC	22/04/2022	23/05/2022	St Vincent's H...	↔
2022/SSA...	SAGE Works...		1.00	In Progress	SN	22/04/2022	22/04/2022	St Vincent's H...	↔
2022/SVH...	SAGE Works...		1.03	Approved	LC	03/05/2022	20/05/2022	St Vincent's H...	↔

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Hierarchy History

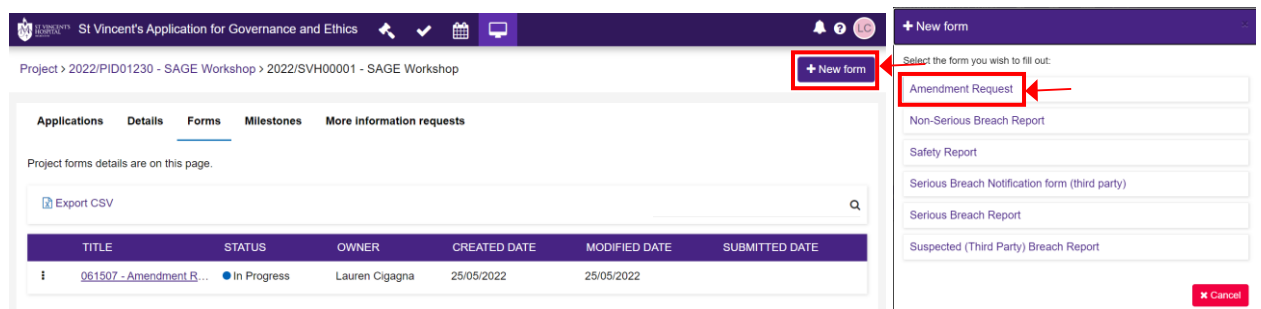
2022/PID01230 SAGE Workshop

2022/SVH00001 SAGE Workshop

2022/SSA00004 SAGE Workshop

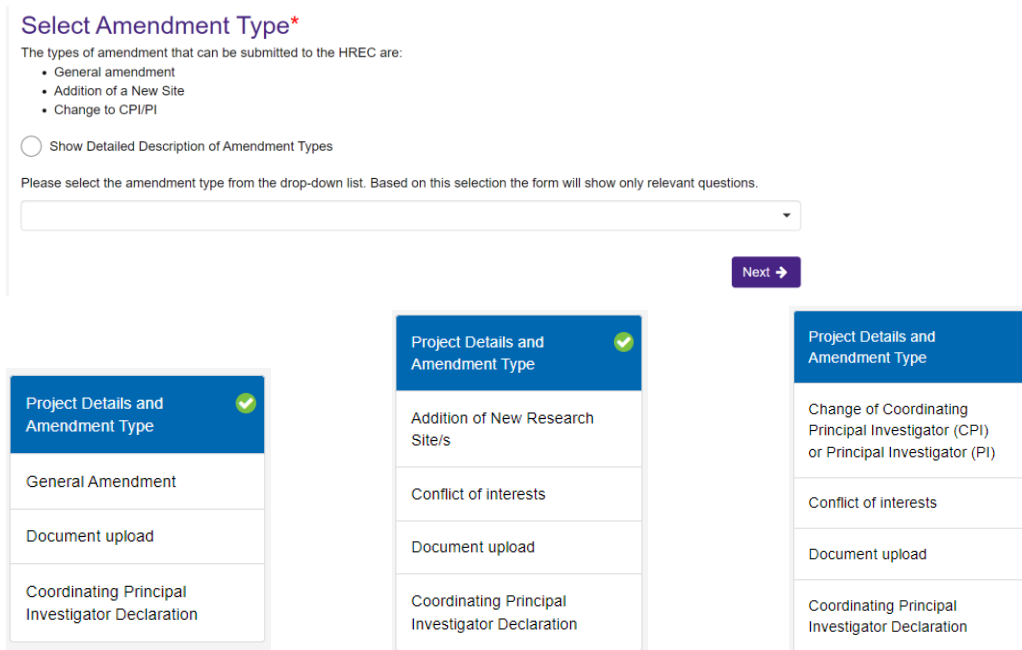
2022/SSA00005 SAGE Workshop - St V...

5. Click '+New form' and then 'Amendment request'.



6. Select amendment type. Complete the relevant sections that will appear depending on your amendment type.

a. **Note:** a separate amendment will need to be submitted for each amendment type.



7. Upon CPI/delegate declaration, Click 'Submit' to submit this form to the HREC/RGO.

