## 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.

Welcome to St Vincent's Application for Governance and Ethics	
user@svha.org.au	
Password*	
Show password	
●D Log in	
Can't access your account Reset your password	
Don't have an St Vincent's Application for Governance and Ethics account? <u>Register now</u>	TVINCENT'

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

St Vincent's Application for Governar	nce and Ethics 🛛 🔦 Decision	s 🖌 Reviews	Meetings	Projects	<b>_</b>					۵ 🔍 ۵ ا
Project > Projects										+ New Project
Listed below are all the projects you currently have	Listed below are all the projects you currently have access to.									
By clicking a project, its related applications will also	o be displayed.									
In order to submit an application (ethics and/or s	site-governance), you must fir	st register the pr	oject - you can de	o that here by se	electing the +New Project button	above.				
Export CSV Search										Column chooser
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061503 - Project Registr	In Progress							• 0	• 0	0
061500 - Project Registr	In Progress							• 0	• 0	0
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- 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 <u>Applications</u> 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.

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

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

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Project >	2022/PID01230 - SAG	GE Workshop > 2022/SV	H00001 - SAGE Wor	rkshop			+ Nev	v form	Select the form you wish to fill out:
Appli	cations Details	Forms Milestones	More information re	equests					Amendment Request
Breiget	formo datailo ara an thia								Safety Report
Project	forms details are on this	page.							Serious Breach Notification form (third party)
	xport CSV							Q	Serious Breach Report
	TITLE	STATUS	OWNER	CRE#	ATED DATE	MODIFIED DATE	SUBMITTED DATE		Suspected (Third Party) Breach Report
1	061507 - Amendmen	t.R ● In Progress	Lauren Cigagna	25/05	/2022	25/05/2022			X Cancel

- 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.

Select Amendment Type The types of amendment that can be submitt General amendment Addition of a New Site Change to CPI/PI	3* ed to the HREC are:	
Show Detailed Description of Amendme	nt Types	
Please select the amendment type from the o	drop-down list. Based on this selection the form will show only relevant questions	3.
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	Project Details and Amendment Type	Project Details and Amendment Type
Project Details and 🤣 Amendment Type	Addition of New Research Site/s	Change of Coordinating Principal Investigator (CPI) or Principal Investigator (PI)
General Amendment	Conflict of interests	Conflict of interests
Document upload	Document upload	Document upload
Coordinating Principal Investigator Declaration	Coordinating Principal Investigator Declaration	Coordinating Principal Investigator Declaration

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

