

How to withdraw an amendment

If the amendment form has not been submitted

1. Locate the amendment Form under the Project > Form
2. Forms that have not been submitted with have “In Progress” Status
3. Click on the Option button (3 dots) on the left side of the Form

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	TITLE	STATUS
⋮	064260 - Amendment Request	● Submitted
⋮	064353 - Amendment Request	● In Progress
⋮	063085 - Amendment Request	● Approved

4. You can then delete the form.



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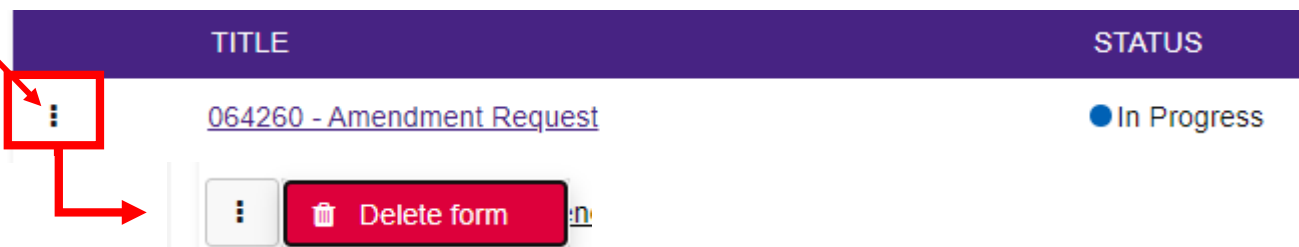
If the amendment form has been submitted but there has been a change of mind

- You can email research.ethics@svha.org.au or research.directorate@svha.org.au, referencing the Study number and the amendment form that you would like to withdraw. The amendment form ID can be found in the Title Column.



TITLE	STATUS
064260 - Amendment Request	Submitted

- The Research Office will then unlock the form for you. This will change the form status back to “In Progress”. Selecting the option button will allow you to remove the amendment form.



TITLE	STATUS
064260 - Amendment Request	In Progress

⋮ Delete form