# eProtocol FAQ

## Can I really only submit one amendment at a time in eProtocol?

Once a protocol is officially approved, it may be modified through the amendment process. A proposal to amend the protocol is submitted, reviewed by the committee and, if approved, is incorporated in the previously approved protocol. Thus, approved amendments create a new version of the approved protocol. Tracking the versions is critical because research conducted under the protocol is required to comply with the most recent approved version of the protocol. For this reason, when an amendment is submitted, additional amendments cannot be accepted until the submitted amendment has been reviewed.

Wayne State and other institutions have addressed this issue by allowing researchers to "bundle" several proposed protocol modifications into a single amendment. This is especially helpful when adding key personnel because training may be required for these individuals. Making sure that any prospective key personnel have received their required training prior to submission of the amendment will significantly reduce the time required for approval of the amendment. We encourage you to contact the office before starting a personnel amendment to identify and arrange for the appropriate training before an eProtocol amendment is entered into the system. This process also helps researchers avoid inadvertent protocol violations.