

## Amendment Form C Guidance

- Form C can be used to make multiple significant changes to a single animal protocol. **If you want to make the same set of significant changes to multiple protocols**, save a copy of the completed form for each protocol, update the information in section 1 in each copy, and then carefully review the information in each copy and update answers where necessary to ensure all answers are accurate to the animal protocol being amended.
- You can save your work in Form C at any time. Simply save the form to your Mac or PC. (Note: In Adobe Reader, you may need to "Save As..." - the form will prompt you to do so - the first time you save the form. Once this is done, you can save at any time. Also, whether you use Adobe Acrobat or Reader you will need to click outside the field you are completing - including clicking in the next field in the form - in order to save your work. The "Save" icon will remain grayed-out until then.)
- You can submit completed copies of Form C through the [Animal Protocol Amendment Submission Portal](#) in Smartsheet.

### Amendment Form Sections

1. Animal Protocol Details
2. Amendment Summary
3. Study Objectives
4. Non-surgical Procedures
5. Surgery
6. Anesthetics and Analgesics
7. Experimental Substances
8. Species
9. Strains
10. Procedures or Studies Involving an Off-site Animal Facility
11. Studies/Experiments
12. Experimental and Humane Endpoints
13. Increase in Animal Numbers
14. Pain Categorization
15. Literature Searches and Justification
16. Changes in Scope of Project/Study Approved by Funding Agency/Sponsor