**When should I request an amendment and write an amendment request letter?**

When a research protocol is approved, the Academic responsible and the Principal Investigator acquire the commitment to request an amendment and a new ethical approval act for changes in procedures or personnel that participate in the protocol. The amendment request letter allows this change to be submitted and must be uploaded to the platform together with the amended protocol, with changes highlighted in color. Remember to use the protocol **FILLING INSTRUCTIVE.** Once amended, upload it to the <https://evaluacionetica.uc.cl/> platform, together with the amendment request letter and the rest of the required documents.

Before proceeding with your amendment request, review the following list, which details the **situations in which it is NOT necessary to request an amendment** and the procedures that must be followed:



Date, xx of xx of xx

Mr/s.

Ethics Scientific Committee

for Animal Care and Environment CEC-CAA

Present

From my consideration:

The reason for this letter is to request the ethical approval of an amendment to the protocol Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(code is the number provided by the ethics platform)*, titled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, whose researcher responsible is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and academic responsible is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The amendment consists of: *Explaining what the proposed modifications consist of.*

*If you request to increase the number of animals to be used, fill out the following table:*

| ***Objectives*** *(modify for protocols with another type of division)* | ***Number of animals approved in original protocol*** | ***Number of additional animals requested******First amendment*** | *(Add columns, if necessary a second, third amendment…)* |
| --- | --- | --- | --- |
| **Specific objective 1** |  |  |  |
| **Specific objective 2** |  |  |  |
| **Specific objective 3** |  |  |  |
| *(Add rows if applicable…)* |  |  |  |
| **Total** |  |  |  |

The amendment is justified because *(give the reasons that support the proposed amendment).*

The documents previously approved by the CEC that have been modified with the amendment, and that are attached to this application, are: *(name the documents).*

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name and signature of the researcher responsible*