

Office of Research Services
ROMEO Researcher Portal Guides

[How to Request an Amendment and/or Renewal](#)

When a protocol has been approved, the application will move from **Applications: Under Review** to **Applications: Post-Review**.

Role: Principal Investigator	
Applications: Drafts	(5)
Applications: Requiring Attention	(0)
Applications: Under Review	(1)
Applications: Post-Review	(1)

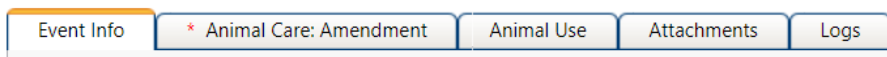
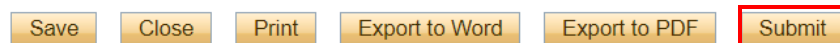
Under the **Applications: Post-Review** section, locate the file and click the Events button.

View	Clone	Events	1030743
Latest Workflow			

Select the appropriate event form.

Event Form Name	Description
Animal Care: Amendment	Only minor amendments to exi
Animal Care: Renewal	Approved protocols can be ren
Animal Care: Renewal with Amendment	Only minor amendments to exi protocols can be renewed / ext

Respond to the questions under the various tabs, then click Submit.

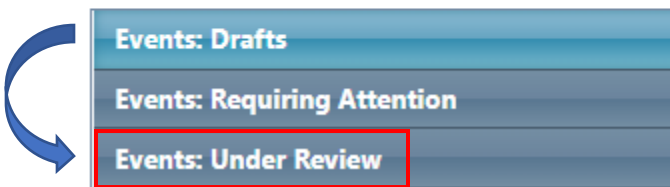


Upon submission, the file will move from **Events: Drafts** to **Events: Under Review**. At this point, no edits can be made, and the event will be read-only. If the PI needs to make revisions, contact the UCLA or ACUC Administrator and they will enable editing mode.

File No: 1036662

Principal Investigator: Jennifer Wipp

Project Title: (22-300) This is a protocol



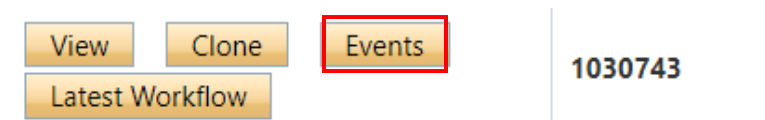
If the Administrator returns the event for editing, the PI and project team members will receive an automatic notification from the portal, with instructions provided.

Click on **Events: Requiring Attention**.

[Events: Drafts](#)

[Events: Requiring Attention*](#)

Click Events.



Click Latest Workflow.

Events: Requiring Attention

View Event

Edit

Latest Workflow

The Administrator's request will be the newest message, at the top of the Workflow Message section.

Workflow State	Workflow Message
ORS Review -> Pending Info by ORS	Please make revisions to this table.
Pre-Submission -> ORS Review	test [Action: Submit]

Make the requested edits, then click Re-Submit.

Export to PDF

Re-Submit