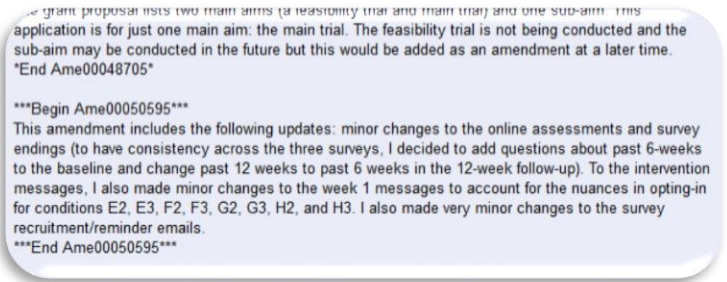




Follow the steps outline below when amending an IRB application and supporting documents (e.g., Protocol, Recruitment materials, and Consent forms). Following this guidance will help in the review process as well as chronologically organize changes. Samples have been provided to illustrate proper formatting.

Amending the Application:

1. **Do not delete or change previously approved text within the application.**
2. Starting below previously approved text, create a header with the amendment number (e.g., "Ame12345"). Describe only what has changed, it is not necessary to repeat previously approved information. **This format should be followed in each amended section.**
3. Provide a brief outline of the amendment in 1.8 Project Summary.



Amending Supporting Documents:

1. When amending a **Stand-Alone Protocol**, go to the **END** of the document, create a header with the amendment number (e.g., "Ame12345"), and speak to only what has changed with the amendment. **Do not delete or change previously approved text.**
2. Revisions to consents and recruitment materials should be done within the body of the document.
3. Title all revised documents with the Amendment #. Use a consistent and descriptive naming convention.
4. Provide Track-Change versions of all amended documents in section 44. Upload clean versions to the appropriate section(s).



Name	Version
AME00029880 PPDS T1 Blood briefing talking points.docx History	0.01
AME00029880 PPDS T1 Survey briefing talking points.docx History	0.01
AME00031009 PPDS T2 Survey briefing talking points.docx History	0.01
AME00032537 PTDS Video Script.docx History	0.01
AME00035126 PPDS T3 01_Email Prenotification 20130127.docx History	0.01
AME00035126 PPDS T3 02_Email Invitation 20130127.docx History	0.01
AME00035126 PPDS T3 03_Letter follow-up to Email invitation 20130127.docx History	0.01
AME00035126 PPDS T3 04_SMS follow-up to Email invitation 20130127.docx History	0.01
AME00035126 PPDS T3 05_Email Reminders 20130127.docx History	0.01
HUM0005 18 About the Study 3-10-11.docx History	0.01
HUM0005 18 ABOUT US-intro 03-10-11.docx History	0.01
HUM0005 18 Air Force Update 20110310_HiRes.pdf History	0.01
HUM0005 18 Biographies 03-10-11.docx History	0.01
HUM0005 18 FB Q&A for installationsUPDATEI20110310.docx History	0.01

AME00022041 AAS Consent Form TRACK CHANGES 20110205.doc	0.01
AME00022041 AAS Consent Form TRACK CHANGES 20110309.doc	0.01
AME00022041 AAS Consent Form ZB TRACK 20110316.doc	0.01
AME00022041 AAS Consent Presentation TRACK CHANGES 20110309 .doc	0.01
AME00022041 AAS Consent Presentation TRACK CHANGES.doc	0.01
AME00022041 AAS Resource card_02042011.doc	0.01
AME00022041 AAS SIB Instructions.doc	0.01
AME00022041 AAS_CAI_Feb 7 TRACK CHANGES.docx	0.01