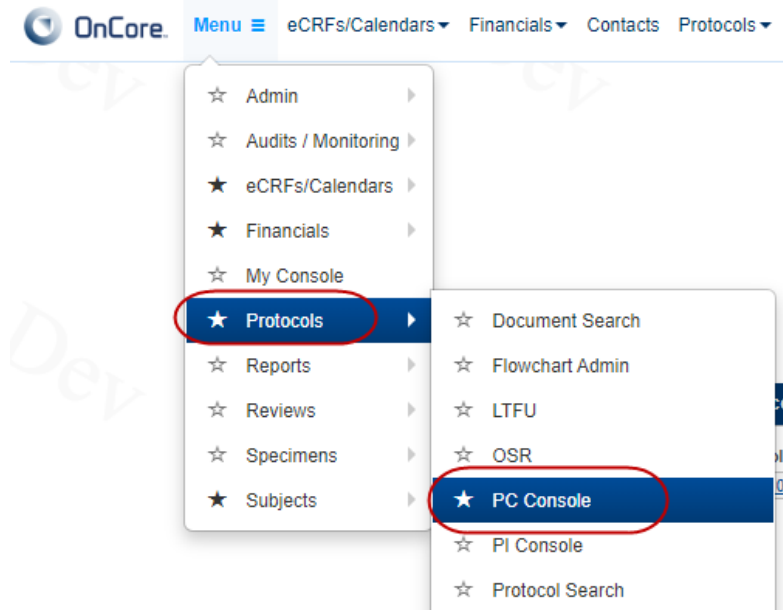


# Amendment Submission

## Upload Essential Documents to OnCore

1. Navigate to Protocol -> PC Console



2. Search Protocol
3. Navigate to Documents/Info -> Attachments/Links (see [List of Essential Documents](#))
4. Click Update

**★ PC Console** ?

Protocol No.: LES-TRAIN      Library: Oncology      PI: Chung, Leslie      Sponsor: abbott  
 Protocol Target Accrual: 150      Accrual To Date: 0      Protocol Status: NEW  
 RC Total Accrual Goal (Upper): 120      IRB Expiration:

---

Select Protocol: LES-TRAIN      Attachments/Links      FAQs      Archive/Notes

Link to External EDC

External EDC URL No information entered.

Protocol Attachments

Document Type	File Name / URL	Description	Version Date	Expiration Date	Created Date	Created User
Protocol	<a href="#">OnCore_Financials_Training_Manual_v2020R1.pdf</a>		02/11/2020		05/11/2020	CHUNGLES

Update

Copyright© 2001-2020 Forte Research Systems. All rights reserved.

## Amendment Submission

5. Click Add

The screenshot shows the 'Attachments/Links' section with tabs for 'Attachments/Links', 'FAQs', and 'Archive/Notes'. Below is a 'Link to External EDC' section with an 'External EDC URL' input field. The main section is 'Protocol Attachments', which contains a table with columns: Document Type, File Name / URL, Description, Version Date, Expiration Date, Created Date, Created User, Edit, and Delete?. The table currently shows 'No Records Found.' and an 'Add' button is circled in red in the top right corner of the table area. At the bottom right, there are 'Submit', 'Clear', and 'Close' buttons.

6. Select Document Type from the drop-down

7. Enter Version Date of the document

8. Click File

The screenshot shows the 'Add Attachment' form. The 'Document Type' dropdown is set to 'Protocol'. The 'Version Date' is set to '02/11/2020'. The 'Attach a File or URL' radio button is selected and circled in red. Below the radio button is a text input field for the file name or URL and a 'Description' text area. 'Add' and 'Cancel' buttons are at the bottom right. Below the form is the 'Protocol Attachments' table, which is currently empty. At the bottom right, there are 'Submit', 'Clear', and 'Close' buttons.

9. Click Choose File

10. Search and select document to attach

11. Click Open

The screenshot shows the 'Open' file dialog box overlaid on the 'Add Attachment' form. The file 'OnCore\_Financials\_Training\_Manual\_v2020R1.pdf' is selected in the file list. The 'Open' button at the bottom right of the dialog is circled in red. The background form shows the 'Choose File' button circled in red.

## Amendment Submission

12. Click Add

13. Click Close

Document Type	File Name / URL	Description	Version Date	Expiration Date	Created Date	Created User	Edit	Delete?
Protocol	<a href="#">OnCore_Financials_Training_Manual_v2020R1.pdf</a>		02/11/2020		05/11/2020	CHUNGLES	Edit	<input type="checkbox"/>

### List of Essential Documents

It is study team’s responsibility to contact sponsor and obtain these documents and submit together when requesting:

- Amendment Request Form (ALL REQUESTS) – CTO Form



Amendment Request Form.pdf

- Study protocol, latest version available
- Summary of Changes to Protocol
- Sponsor’s Informed Consent, if revised
- Draft Sponsor Amendment to Contract (if any contract or budget changes are required)
- Sponsor’s Draft Budget (if any contract or budget changes are required)
- EXPEDITED OPTION: Email confirmation from Sponsor that costs will be covered pending contract finalization (to release updated ROF prior to contract execution for continuity of care and proper billing).