

## Standard Operating Procedure

### How to Submit an Application that Requires Modifications (RM)

Required Modifications need to be made to the application that was originally submitted in RAM 3.0 and subsequently reviewed by the IACUC. The Principal Investigator (PI) will receive a Committee Action Record (CAR), signed and dated by the IACUC chairperson, listing the required modifications that need to be made to the application in order to secure full IACUC approval. The CAR will also list the RAM file number that the application needs to be filed under. The IACUC Administrator will route this RAM file back to the Principal Investigator (PI) for the required modifications to be made.

**Example: If the original RAM file number was 2600 then the version of the application with the required modifications and a Cover Letter need to be attached to RAM file 2600.**

### **DO NOT CREATE A NEW RAM FILE** **and do not Start a new Application**

1. Log into RAM 3.0
2. Go to the "ACCOUNT SUMMARY PAGE".
3. The RAM file number will be listed either under "Your Applications", or it will be listed under one of "Your Project Folders".
4. If you do not see the RAM file number you may need to open up your Project Folders, as the files sometimes get embedded in one of these folders.
5. **DO NOT CREATE A NEW RAM FILE**
6. Select the RAM file number needing the required modifications and then click the **SUBMIT** button.
7. At the bottom of the page, in the list of attachments, you will find the Word file of your original application. Open this file and save it to your computer.
8. Only make the required modifications to the version of the application that has been downloaded from RAM, as this is the version the IACUC has reviewed.
9. Address the required modifications as they are listed in the CAR. Indicate all changes/revisions by making them in a different color of type so that they are distinct from the original protocol and any previous changes/revisions.
10. If any personnel, procedures, or other parts of the document are to be deleted, they are not to be removed, but marked with a strikethrough (~~example~~).
11. Attach the application with the required modifications made to it, to the original RAM file.
12. A Cover Letter, similar to that used when addressing manuscript publications, needs to be attached to the application that requires modification in RAM. Address required modifications in the Cover Letter in the same chronological order as they are listed in the CAR.
13. Attach the Cover Letter to the original RAM file.
14. After attaching the application with the required modifications and the Cover Letter, click on the **SUBMIT** button at the bottom of the page.
15. Every time an application is revised or modified, a hard copy of the application must be submitted to the IACUC Administrator. This hard copy must include an Assurance/Signature Page that is signed and dated by **both** the Principal Investigator or responsible faculty member, and their department chair or director.

**If you need assistance with this process please contact the IACUC Administrator at:  
248-370-4440 or [schofdin@oakland.edu](mailto:schofdin@oakland.edu)**