

## PRMS Amendment Submission Portal

1. To submit an amendment, please access the Amendment Submission Portal at:  
<https://prms.cctsi.ucdenver.edu/amend/>

The screenshot shows the login page for the PRMS Portal. At the top left is the University of Colorado Cancer Center logo and name. Below it, the text reads "PRMS Portal - Amendment Submission". A note states: "Please visit the main [Protocol Review and Monitoring System page](#) for up to date requirements and documents." There are three input fields labeled "University ID", "Password", and "COMIRB Number". To the right of these fields is a yellow button labeled "Enter PRMS Portal". At the bottom, there is a link for help: "If you need help contact the Administrator at [PRM@C.Uchsc@ucdenver.edu](mailto:PRM@C.Uchsc@ucdenver.edu)." and a copyright notice: "Protocol Review Portal © 2018 [Colorado Clinical & Translational Sciences Institute](#)".

2. Login using your university login/password. If you are not located in a University of Colorado Denver building, you will need to use VPN. Enter the COMIRB number for the study.
3. Once you have logged in, complete the amendment details. Please note that once submitted, you cannot go back and fix errors in the submission. It is important that the information is accurate.

The screenshot shows the "PRMS Portal - Protocol Amendment" form. At the top, it says "COMIRB Number: 21-0004". The form is divided into three main sections: "Submitter", "Principal Investigator", and "Protocol Information".  
The "Submitter" section has three input fields for "First Name \*\*", "Last Name \*\*", and "Email \*\*".  
The "Principal Investigator" section has two input fields for "First Name \*\*" and "Last Name \*\*".  
The "Protocol Information" section has several fields: "PRMS Number \*\*", "Protocol Title \*\* (150 words or less)", and a "Number of words remaining" indicator showing 150. Below these are three questions with radio button options: "Investigator Initiated Study? \*\*" (Yes/No), "Is this a CIRB study?" (Yes/No), and "NCTN study, not using CIRB" (Yes/No). At the bottom, there is a dropdown menu for "If NCTN study, list group" with the option "Select NCTN study group", and a text field for "If other NCTN group, please give group name."

**Amendment Details**

Must match protocol verbiage, i.e. addendum, revision, etc

**Amendment Number \*\***

**Amendment Date \*\***

**Protocol Status**  
Select protocol status

**List Summary Changes \*\***  
(700 characters max)

**Type of Amendment \*\***  
select all that apply

- ☐ Addition or removal of study site or Off-site location (Lone Tree, VA, UCH North/South, Children's)
- ☐ Administrative or Editorial Changes, Protocol Clarifications
- ☐ Change in IND status
- ☐ Change in local accrual (this is the number you plan to enroll on study)
- ☐ Change in local consent number (this is the number you plan to consent for the study)
- ☐ Change in national accrual
- ☐ Change in primary or secondary objectives
- ☐ Eligibility Criteria
- ☐ Informed Consent Change with accompanying amendment change
- ☐ New cohort, arm, disease site or new drug
- ☐ New Sponsor
- ☐ PI Change
- ☐ Statistical Section
- ☐ Title Change
- ☐ Updated procedures
- ☐ Other

**If other type of amendment, please describe.**  
(700 characters max)

**If local or national accrual change, please describe.**

This must match protocol (i.e. - Revision 10, Addendum 8, Update 1, Amendment 2, etc.

This field is required if any accrual changes are included

**Amendment Documents**

Clean Protocol  No file chosen

Summary of Changes  No file chosen

Tracked Changes Protocol  No file chosen

Protocol Clarification Document  No file chosen

Supporting Document 1  No file chosen

Supporting Document 2  No file chosen

Supporting Document 3  No file chosen

Supporting Document 4  No file chosen

Supporting Document 5  No file chosen

**Comments**

**Comments for Reviewers**  
(500 characters max)

**Email address of additional recipient(s)**  
enter ; between each email address  
(test1@test.edu; test2@test.edu)

Additional comments can be added here if needed

Additional recipients can be added to receive confirmation email

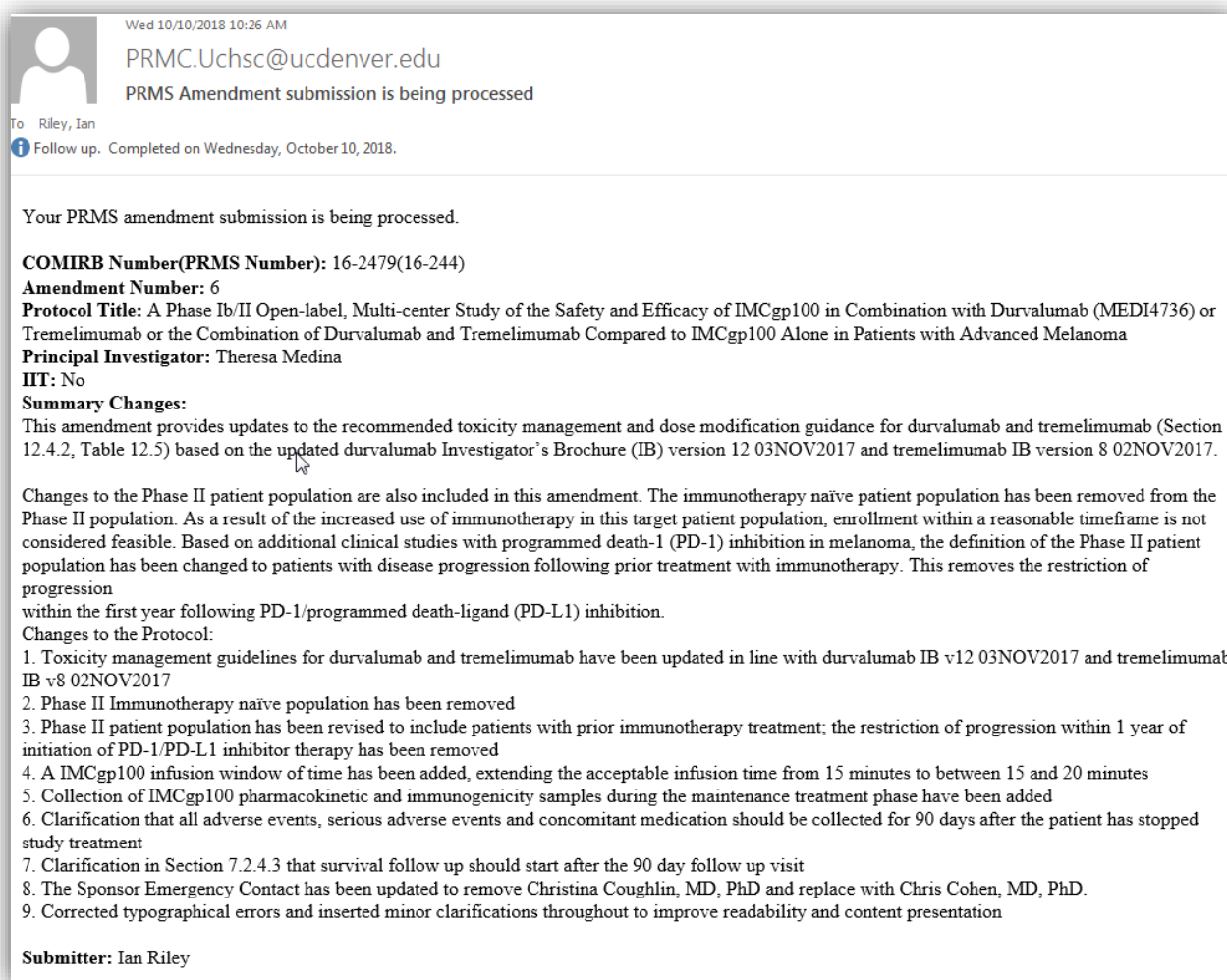
If you need help contact the Administrator at [PRMC.Uchsc@ucdenver.edu](mailto:PRMC.Uchsc@ucdenver.edu)

4. Please note, the summary of changes is limited to 700 characters. If changes are longer, please summarize to your best ability.

5. Upload documents (clean protocol if available, tracked changes, summary of changes). Comments can also be added at the bottom of the screen. Enter additional recipients if you would like others to receive the confirmation email that is sent when the amendment is submitted.
6. To save the submission form prior to submitting, Right-click and choose Print (or Ctrl+P). Save as Adobe PDF.
6. When your submission is ready, click submit protocol for review at the bottom right of screen:



7. You will receive an email confirming your submission.



8. Once amendment submission has been reviewed and approved, you will receive an email notification of approval.