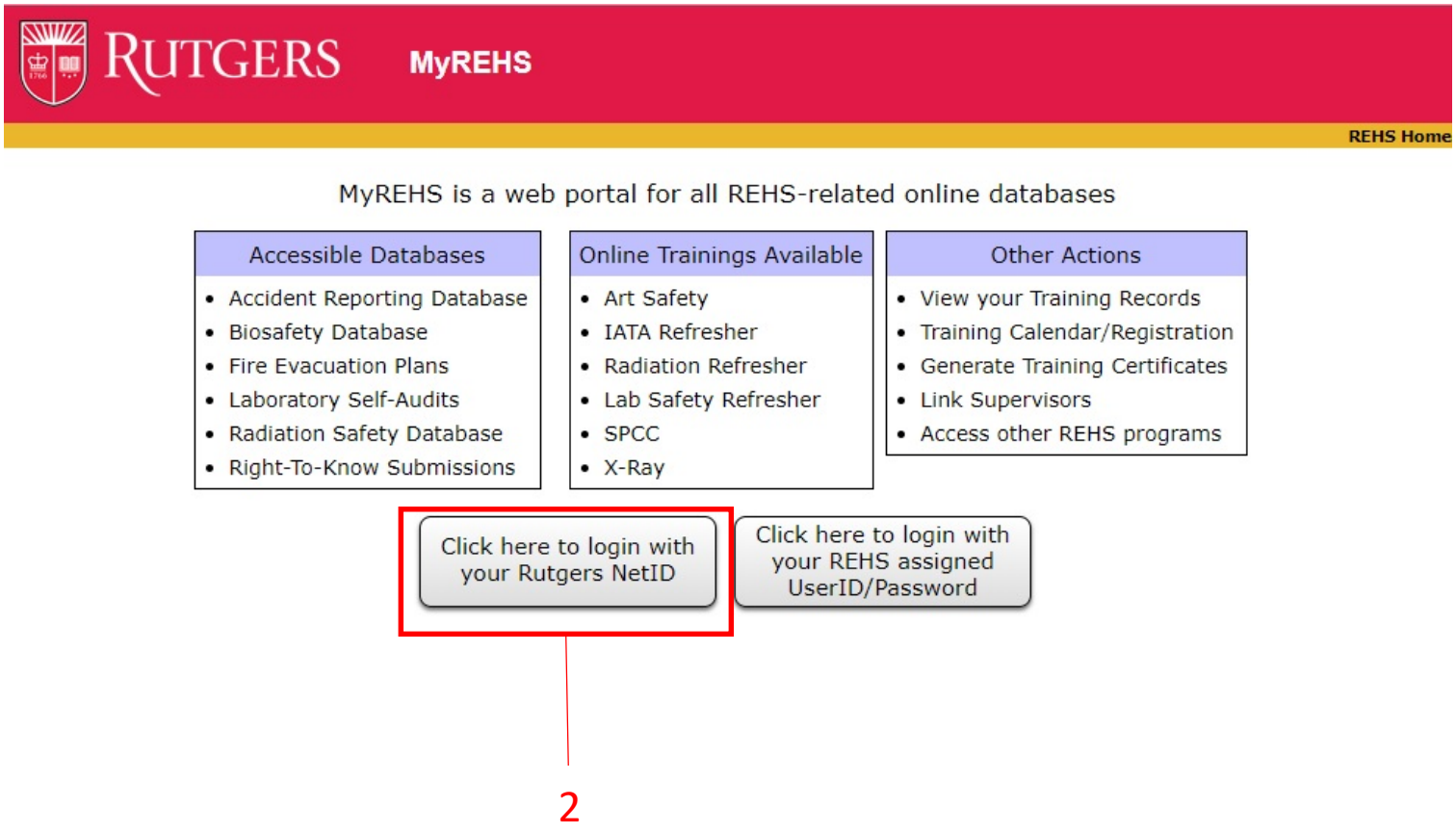
# Amending a Protocol

**1. Logging in to the BPMS:**

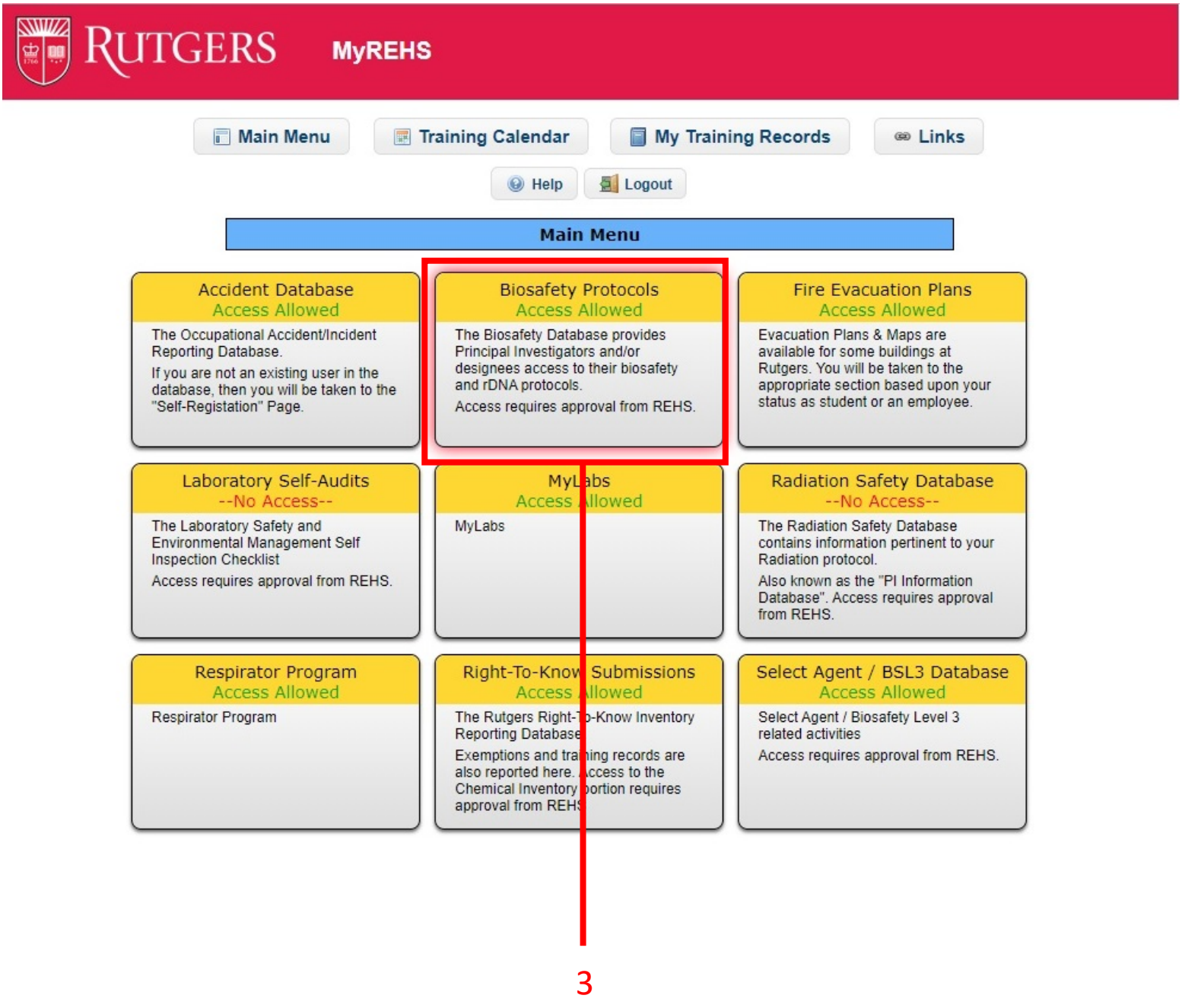
1. Go to https://myrehs.rutgers.edu/
2. Click on "**Click Here to login with your Rutgers NetID**". You will then need to login with your NetID and password



# Amending a Protocol

**1. Logging into the BPMS:**

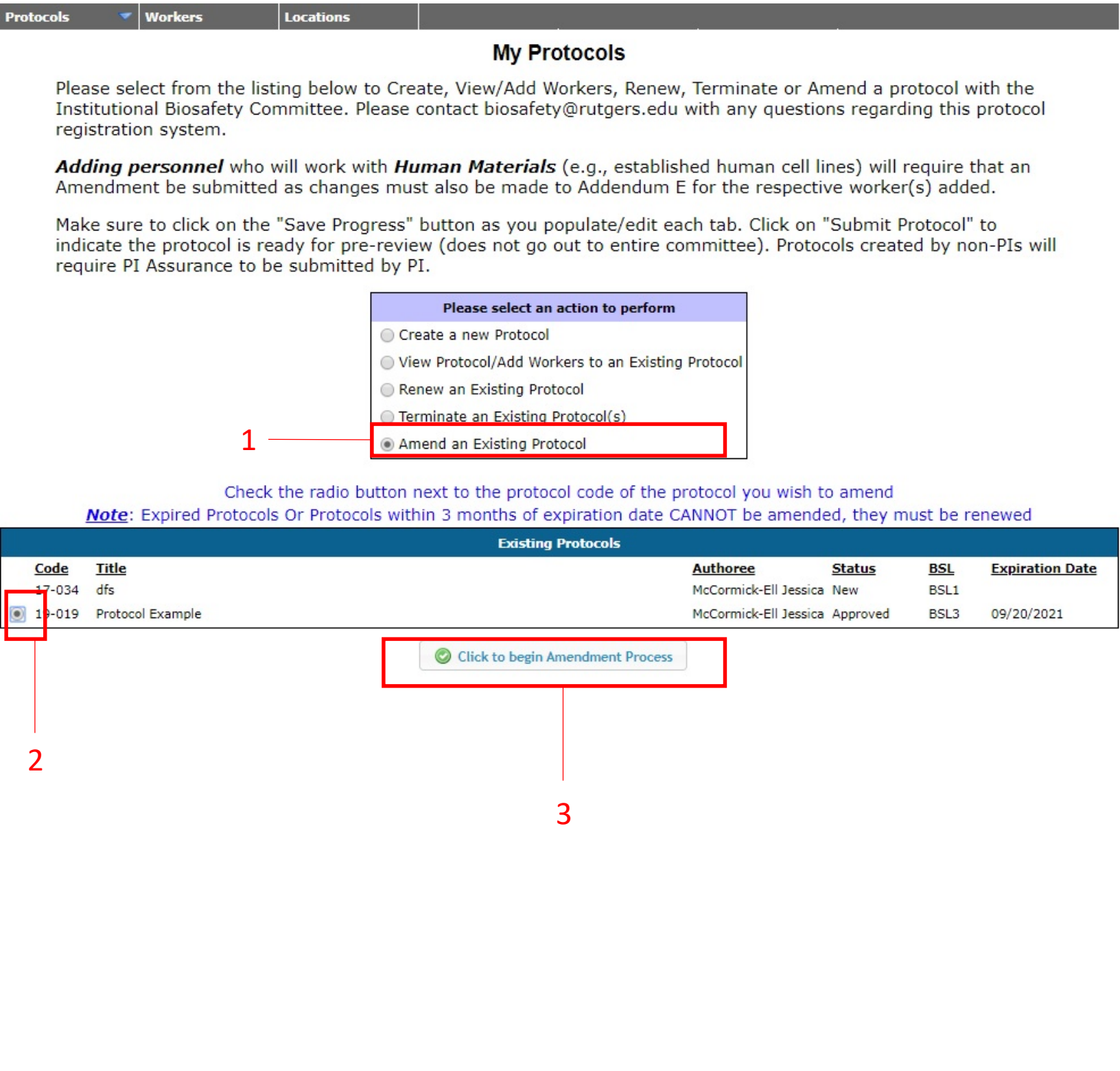
3. Once logged in, you will be able to click on **Biosafety Protocols** to access the BPMS



# Amending a Protocol

**To amend a protocol:**

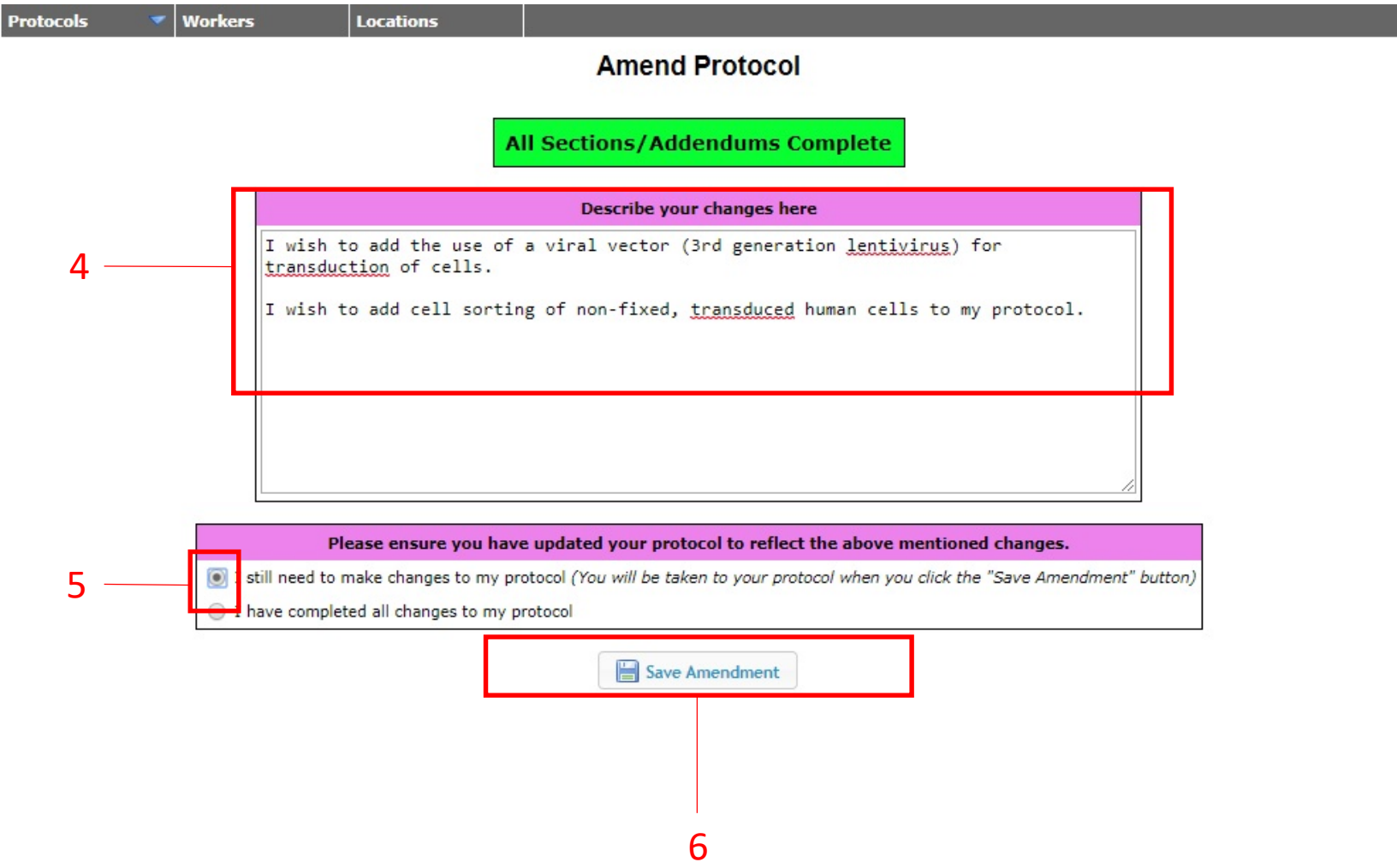
1. In "**My Protocols**", click on "**Amend an Existing Protocol"**
2. Click on the protocol that you wish to amend.
3. Click on the "**Click to being Amendment Process**" button



# Amending a Protocol

**To amend a protocol:**

4. Type into the dialogue box a summary of what you intend to change with the amendment. This is referred to later in this guide as “Summary of Changes”.
5. Depending on your changes, you may need to go into the protocol and edit the necessary sections where the changes are (i.e. project description, risk assessment, addendums, etc.). If further changes must be made, click on the appropriate box.
6. Once all boxes have been appropriately checked and/or answered, click on the “**Save Amendment**” button.

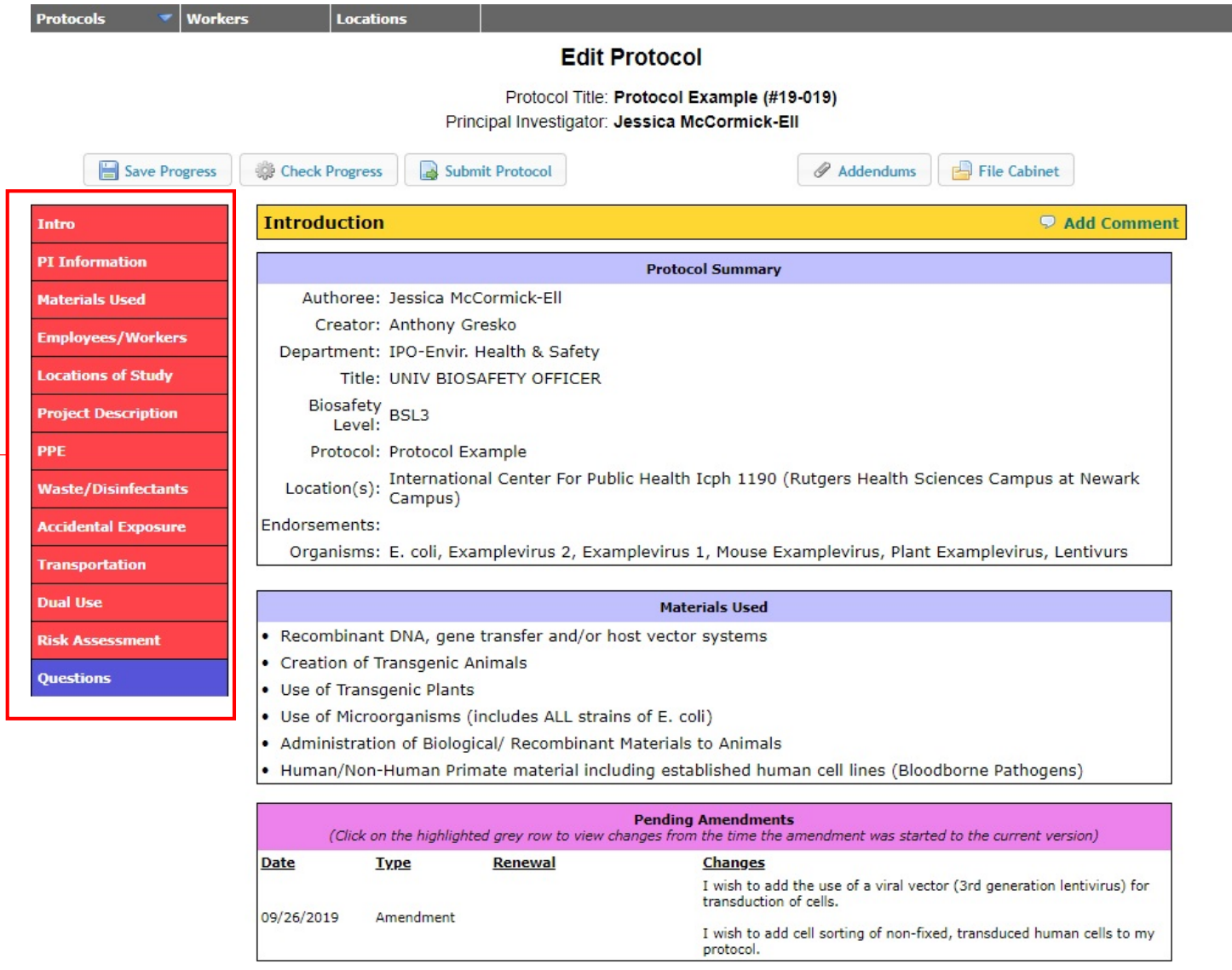


# Amending a Protocol

**To amend a protocol:**

7. Go into the Sections that need to be changed and make the necessary changes that you described in your "Summary of Changes" that was in Step 4. An example of making the changes is shown in step 8.

**NOTE: You will ALWAYS need to update the Project Description and Risk Assessment sections.**



# Amending a Protocol

**To amend a protocol:**

8. Example Amendment: In the project description, describe the changes you wish to make to the protocol. *It helps to mark the date of these changes to distinguish when this part of your research was added to your protocol.

**Pending Amendments**

*(Click on the highlighted grey row to view changes from the time the amendment was started to the current version)*

| Date | Type | Renewal | Changes |
|---|---|---|---|
| 09/26/2019 | Amendment | | I wish to add the use of a viral vector (3rd generation lentivirus) for transduction of cells.<br><br>I wish to add cell sorting of non-fixed, transduced human cells to my protocol. |

**2. Provide a step by step "walk-through" of your research methodology. Be sure to explain how and why specific agents are used. If there is a connection between this IBC protocol, IRB, ESCRO and/ or IACUC be sure to describe the links.**

immunoregulatory in nature. Recombinant plants will be generated using CRISPR techonology. Recombinant cell lines will be generated using RNAi and lentiviral systems. Both siRNA and miRNA will be used for transient gene knockdown.

Amendment 9/20/2019
A lentivirus containing CRISPR gRNA library will infect both cell types (Cell A and Cell B) to achieve stably knock-out and knock-in cell lines. The lentivirus packaging system (3rd generation, acquired from this company (website)) is split into 4 total plasmids. One plasmid encodes Rev, one encodes Gag and Pol, one encodes the envelope protein (VSV-G), and the last plasmid encodes the shRNA or cDNA for Cas9. This 4 plasmid system is replication incompetent and having 4 separate plasmids further decreases the possibility of recombination and creation of replication competent particles. Also, the 5' LTR region of the transfer plasmid contains self-inactivation mutations to further decrease possibility of replication competent particle generation.

Cell Sorting will also be performed to sort for stable knock-outs and knock-ins from the lentiviral transduction. Additional information is found in Addendum I.

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******* NOTE: In addition to describing the changes in the Project Description, Addendums A, A-1, and B must be updated for the use of the Lentivirus, as well as creating an Addendum I for cell sorting. The Risk Assessment section will need to be updated to reflect any change.**

# Amending a Protocol

**To amend a protocol:**

9. When finished editing ALL sections needed, click "**Save Progress**" and "**Submit Protocol**".