Creating an Amendment in SafetyNet
1. Logon to SafetyNet (http://safetynet.research.ucla.edu) using your UCLA Single Sign-on credentials

Click Login

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2. Go to the **Submissions tab** on the left-hand side of your Inbox.
3. Go to the **Active** tab

4. Select the BUA you wish to amend by clicking on the name of the BUA
5. In the BUA Workspace, click **Create Amendment**

Click **Create Amendment**
6. Complete the Amendment Request form and click **Continue**
7. Complete the Smartform, using these navigation features

Note: If this is your first amendment in SafetyNet, you will need to complete the entire form, even for experiments/materials you were previously approved for under the old IBC# listed in the BUA Workspace.

- Avoid hitting the Back button. This could cause the page to freeze.
- Save This will save your progress
- Exit Exit the smartform and return to your inbox
- Hide/Show Errors Hide or show error messages
- Continue >> Go to the next page in the smartform

Jump To: Use the Jump To dropdown menu to jump to a specific page in the smartform
Note: If this is your first time using SafetyNet, a copy of your currently approved IBC application will be available as an attachment in the **Supporting Documents page**. We recommend saving this so that you can reference it while you complete the form.
8. Once the form is complete, click **Finish**

Click Finish
9. Click **Submit**

Note: Only the PI will be able to submit.
10. Read the Investigator’s Assurance and agree to the statement
11. Click OK