

Instructions for submitting an amendment and the fee payment details in ERA

- (1) Create the amendment
- (2) Upload the documents
- (3) When you are ready to submit the amendment click on “Review fees and submit amendment”

Amendment Title

Amendment

Description

Protocol amendment

Administrator

Emily Bingle

Initial

Review Fees and Submit Amendment

Save

Files

+ Create File Spot

| Document Type                          | Name                             | Revision | Updated by       | Date        | Mandatory                |                 |
|----------------------------------------|----------------------------------|----------|------------------|-------------|--------------------------|-----------------|
| <div>Edit</div> Protocol               | Protocol.docx                    | 1        | Happy Researcher | 28 Jul 2026 | <input type="checkbox"/> | <div>File</div> |
| <div>Edit</div> PICF                   | PICF.docx                        | 1        | Happy Researcher | 28 Jul 2026 | <input type="checkbox"/> | <div>File</div> |
| <div>Edit</div> Amendment Request Form | Amendment-request-form (12).docx | 1        | Happy Researcher | 28 Jul 2026 | <input type="checkbox"/> | <div>File</div> |

Certificates

| Title | Revision | Created by | Certificate Date | Download |
|-------|----------|------------|------------------|----------|
|-------|----------|------------|------------------|----------|

- (4) The ERA system will provide all relevant options for fees.  
For document-specific fees, either select from a list of all available options or narrow it down by entering an appropriate search term.

Amendment Fees

Document review fees

| Document Type  | Name                             | Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Protocol       | Protocol.docx                    | <div><div>Select a fee</div><div>Protol</div><div>Amended Protocol \$800 each<br/>incl. PICF changes (if any)</div><div>Protocol Clarification Letter \$200 each<br/>for administrative change or correction only</div><div>Protocol Clarification Letter (effectively amending Protocol) \$800 each<br/>incl. PICF changes (if any)</div><div>Note to File (effectively amending Protocol) \$800 each<br/>incl. PICF changes (if any)</div><div>Dear Investigator Letter (effectively amending Protocol) \$800 each<br/>incl. PICF changes (if any)</div></div> |
| PICF           | PICF.docx                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Amendment form | Amendment-request-form (12).docx |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

Additional fees

☐ Addition of Satellite Site \$500

☐ Change to Local Sponsor \$650

Select the relevant “additional fees” and add a multiplier as required.

### Amendment Fees

Document review fees

| Document Type  | Name                             | Fee                         |
|----------------|----------------------------------|-----------------------------|
| Protocol       | Protocol.docx                    | Amended Protocol \$800 each |
| PICF           | PICF.docx                        | Amended PICF \$200 each     |
| Amendment form | Amendment-request-form (12).docx | Select a fee                |

Additional fees

☒ Addition of Satellite Site \$500 x

☐ Change to Local Sponsor \$650

☒ Change to Site PI \$500

☐ Request to re-open a previously closed study \$3,000

☐ Discretionary surcharge \$500

(5) Click on “Submit fees and amendment”

il) \$100 x

ding Protocol) \$100 x

[Submit Fees and Amendment](#)

(6) A summary of the fee is provided as a new comment.

|                        |                                                  |   |                  |             |                      |
|------------------------|--------------------------------------------------|---|------------------|-------------|----------------------|
| PICF                   | <a href="#">PICF.docx</a>                        | 1 | Happy Researcher | 28 Jul 2026 | <a href="#">File</a> |
| Amendment Request Form | <a href="#">Amendment-request-form (12).docx</a> | 1 | Happy Researcher | 28 Jul 2026 | <a href="#">File</a> |

### Certificates

| Title | Revision | Created by | Certificate Date | Download |
|-------|----------|------------|------------------|----------|
|-------|----------|------------|------------------|----------|

### Comments

[Export to PDF](#)

<p>Amendment submitted with the following fee summary:</p>  
 Amended Protocol | \$100 each x 1 = \$100  
 Total: \$100  
 Happy Researcher - 28 Jul 2026

(7) The Administrator will review the amendment and fees. If changes are required then this will be adjusted and the updated fee summary will be added as a new comment.

Certificates

+ New Certificate

| Title | Revision | Created by | Certificate Date | Download |
|-------|----------|------------|------------------|----------|
|-------|----------|------------|------------------|----------|

Comments

+ New Comment

Export to PDF

-<p>Amendment submitted with the following fee summary:</p>  
Amended Protocol | \$100 each x 1 = \$100  
Total: \$100

Happy Researcher - 28 Jul 2026

☒ For Researcher

Reply

Remove

-<p>Amendment modified with the following fee summary:</p>  
Amended Protocol | \$100 each x 1 = \$100  
Change to Lead Site | \$300 each x 1 = \$300  
Total: \$400

[Edit](#)

Emily Bingle - 28 Jul 2026

☒ For Researcher

Remove

(8) The amendment is otherwise managed and reviewed as usual.