

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	
Edit Protocol	Protocol.docx	1	Happy Researcher	28 Jul 2026	☐	File
Edit PICF	PICF.docx	1	Happy Researcher	28 Jul 2026	☐	File
Edit Amendment Request Form	Amendment-request-form (12).docx	1	Happy Researcher	28 Jul 2026	☐	File

Certificates

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- (4) The ERA system will provide all possible options for fees. Tick the relevant options and add a number as required.
- (5) Click on “Submit fees and amendment”

Amendment Fees

Additional fees

☒ Amended Protocol \$100 ×

☐ Protocol Clarification Letter (effectively amending Protocol) \$100 ×

☐ Note to File (effectively amending Protocol) \$100 ×

☐ Dear Investigator Letter (effectively amending Protocol) \$100 ×

☐ Change to Lead Site \$300

☐ Conversion of existing study to NMA \$300

☐ Transfer of ethical oversight \$300

☐ Discretionary surcharge \$500

Total amount: \$100

[Submit Fees and Amendment](#)

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

PICF

[PICF.docx](#)

1

Happy Researcher

28 Jul 2026

☐

File

Amendment Request Form

[Amendment-request-form \(12\).docx](#)

1

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28 Jul 2026

☐

File

Certificates

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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
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Comments

New Comment

Export to PDF

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

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☒ 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 as usual and will be sent for review.