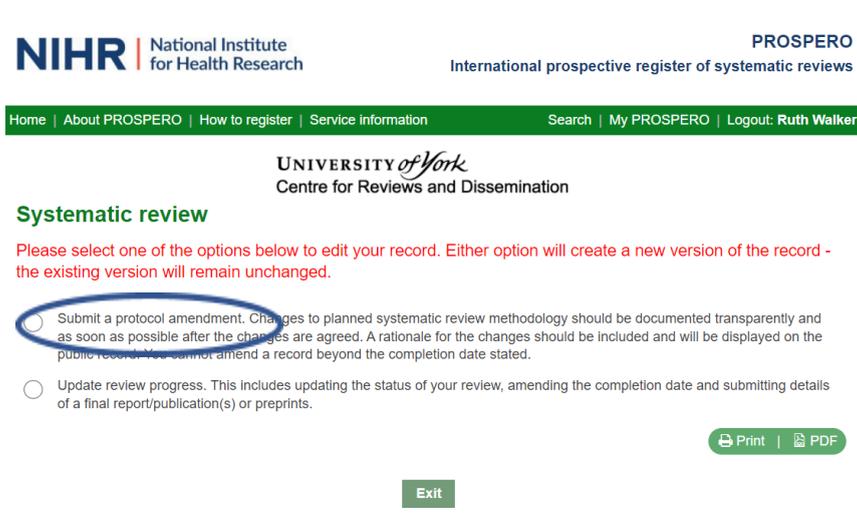


Submitting a protocol amendment

An amendment constitutes changes to the planned systematic review methodology and should be made transparently and as soon as possible after the changes are agreed. A rationale for the changes should be included and this will be displayed on the record so that it is clear to PROSPERO users and peer reviewers exactly what has been changed and why.

You can now only submit an amendment to the protocol plan before the end date of your review. If the end date has passed you will not be able to submit a protocol amendment.

To start an amendment, click on the 'My PROSPERO' tab and select the review you wish to amend. The following screen will appear, and you will need to select, 'Submit a protocol amendment'.



The screenshot shows the PROSPERO website interface. At the top left is the NIHR logo (National Institute for Health Research). At the top right is the PROSPERO logo (International prospective register of systematic reviews). Below the logos is a green navigation bar with links: Home, About PROSPERO, How to register, Service information, Search, My PROSPERO, and Logout: Ruth Walker. The main content area features the University of York logo and the text 'Centre for Reviews and Dissemination'. Below this is the heading 'Systematic review' followed by a red instruction: 'Please select one of the options below to edit your record. Either option will create a new version of the record - the existing version will remain unchanged.' There are two radio button options: 1. 'Submit a protocol amendment. Changes to planned systematic review methodology should be documented transparently and as soon as possible after the changes are agreed. A rationale for the changes should be included and will be displayed on the public record. You cannot amend a record beyond the completion date stated.' This option is circled in blue. 2. 'Update review progress. This includes updating the status of your review, amending the completion date and submitting details of a final report/publication(s) or preprints.' At the bottom right of the options are 'Print' and 'PDF' buttons. At the bottom center is an 'Exit' button.

What if the end date of my review has been extended and I want to submit an amendment?

If the original end date of your review has passed but you have now extended this and would like to submit an amendment, you will firstly need to click on the 'update review progress' button to change the end date of your review, and then submit the amendment.

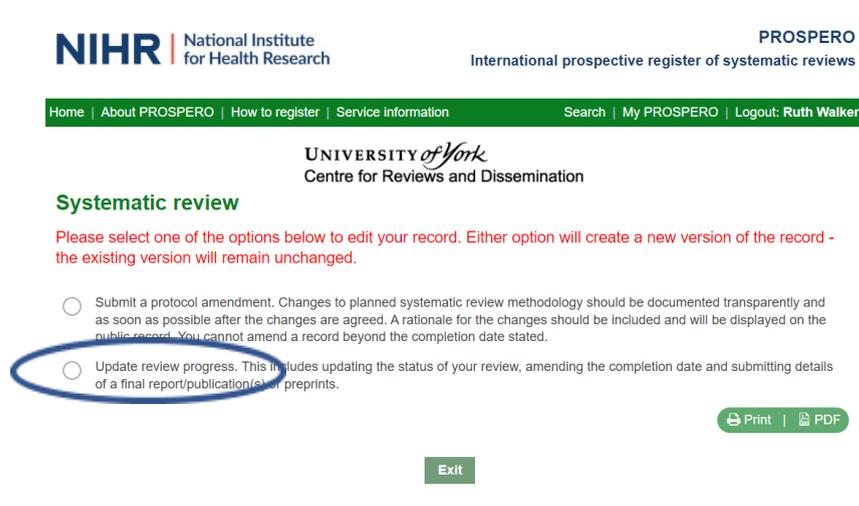
N.B PROSPERO accepts these changes in good faith. However, if it is found that incorrect information has been provided, the public record can be withdrawn from the register.

What if I want to make very minor changes to my protocol that do not alter the systematic review methodology?

If you would like to make a very minor change after the end date of your review e.g., clarifying the meaning of the text, or improving the language in your record, PROSPERO staff can make this edit for you. You will need to email the PROSPERO team at crd-register@york.ac.uk with exactly which changes you would like to make. If these changes alter the systematic review methodology, they will not be implemented by the PROSPERO team.

Submitting a protocol update

An update constitutes updating the review progress or the review team, altering the end date of your review or submitting details of the final report/publication or pre-preprints and can be made after the end date of the review. To do this select the review you wish to update and then click the 'Update review progress' option (as seen circled below):

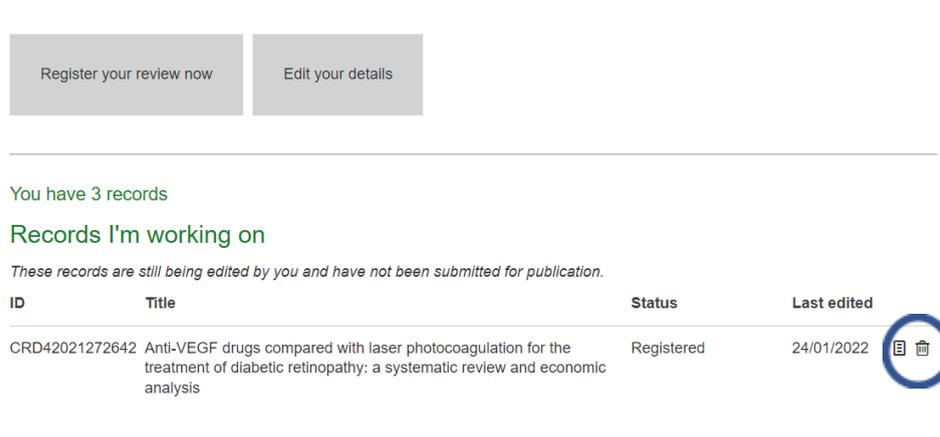


The screenshot shows the PROSPERO website interface. At the top, there is the NIHR logo and the text 'National Institute for Health Research' and 'PROSPERO International prospective register of systematic reviews'. Below this is a navigation bar with links: 'Home | About PROSPERO | How to register | Service information | Search | My PROSPERO | Logout: Ruth Walker'. The main content area features the 'UNIVERSITY of York Centre for Reviews and Dissemination' logo and the heading 'Systematic review'. A red instruction reads: 'Please select one of the options below to edit your record. Either option will create a new version of the record - the existing version will remain unchanged.' There are two radio button options: 'Submit a protocol amendment...' and 'Update review progress...'. The second option is circled in blue. At the bottom right, there are 'Print' and 'PDF' buttons, and at the bottom center, an 'Exit' button.

N.B When selecting this option, a reduced number of editable fields will be displayed (only those relevant to an update). Please download the following document to view the reduced fields: [Reduced field for updates](#).

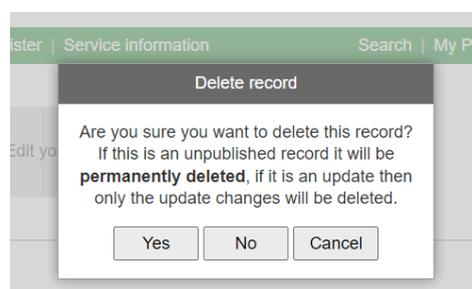
What if I want to delete the amendment/update I have created?

If you have made a mistake, for example creating an update when you should have created an amendment, simply return to the 'My PROSPERO' page and click the bin icon next to the record you are working on.



The screenshot shows the 'My PROSPERO' page. At the top, there are two buttons: 'Register your review now' and 'Edit your details'. Below this, it says 'You have 3 records' and 'Records I'm working on'. A note reads: 'These records are still being edited by you and have not been submitted for publication.' There is a table with the following columns: 'ID', 'Title', 'Status', and 'Last edited'. The table contains one row with the following data: ID: CRD42021272642, Title: Anti-VEGF drugs compared with laser photocoagulation for the treatment of diabetic retinopathy: a systematic review and economic analysis, Status: Registered, Last edited: 24/01/2022. A bin icon is circled in blue next to the 'Last edited' column.

This will delete only the amendment/update and NOT the original registered record. You will be asked to confirm your selection.



The screenshot shows a 'Delete record' dialog box. The text inside the dialog box reads: 'Are you sure you want to delete this record? If this is an unpublished record it will be permanently deleted, if it is an update then only the update changes will be deleted.' There are three buttons: 'Yes', 'No', and 'Cancel'.