When amending an application:

1. **Don’t** delete previously approved text.
2. **Create** some space & Preface new info with a header “Amendment (insert amendment # here)”. **This format should be followed in all sections of the application that are amended.**
3. **Title** new documents with amendment header.
4. **Provide** track changes versions of all amended documents in section 44.

This is meant as a simple tip sheet. If you have questions please contact me at 615.9468 or mardonne@umich.edu