Amendment Request Form

Amendment #

For use by ORI only:

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IRB Designate Approval:

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HS

I – General information

This IRB amendment request must be typed out and submitted via e-mail along with all the appendices and signatures. Some amendments may need to be reviewed by the full board.

For Project Roster only changes, contact irb@ucr.edu directly with the updated roster. An Amendment Request Form **does not** need to be submitted for roster only changes.

**I. IRB application number**:

**1. Title of Research Study**

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**2. Researcher Information** (e.g., UCR faculty, student, postdoc, visiting professor):

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| --- | --- |
| Title (e.g., Dr., Mr., etc.):        | Name:       |
| Department:       |
| Phone:        | Institutional e-mail:       |

**3. UCR Faculty Advisor or UCR Faculty sponsor** (Q3 is to be filled out only if person in Q2 is a UCR student, trainee, postdoc, or visiting scholar; for faculty research, this question should be blank)

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| --- | --- |
| Title (e.g., Dr. / Ms. / Prof):        | Name:       |
| Department:       |  |
| Phone:        | Institutional e-mail:       |

**II. Amendment Summary**

**4. Please provide a brief description of the study, and describe how this amendment is in line with the original aims of the study**

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| (Max ¼ page)      |

**5. Proposed Changes**

1. **Please check off only applicable proposed changes**
	* 1. Changes to procedures or measures Yes [ ]  No [ ]
		2. Changes to participant population Yes [ ]  No [ ]
		3. Changes to recruitment methods Yes [ ]  No [ ]
		4. Changes to compensation or reimbursement Yes [ ]  No [ ]
		5. Change to consent process including changes to consent

form document Yes [ ]  No [ ]

* + 1. Changes to risk-benefit assessment Yes [ ]  No [ ]
		2. Other (please describe):

*Changes to the above items may require revised documents (e.g., informed consent form, recruitment material, measures, etc.). Please include all revised documents in the submission.*

1. **Describe the proposed changes, including the reason for the change.** Append all revised documents with the changes **bolded** or tracked.

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**III. IRB amendment request submission instructions:** All IRB amendment requests must be submitted via email (irb@ucr.edu) **with the required signatures** in place. The request should be submitted in as few attachments as possible in PDF or Word format. Signatures whether electronic or scanned signatures are acceptable. Taking a single picture of all the signatures in place as well as inserting a jpeg of the signature is also acceptable.

My signature as researcher, confirms that this study has been designed to protect human participants. I am responsible for the scientific and ethical conduct of the research and providing all reports and information to the IRB, as well as other related groups.

**Researcher’s signature: Date:**

My signature as UCR faculty advisor and/or supervisor, confirms that this amendment has been designed to protect human participants. I have read and approved all aspects of this proposal. As a UCR faculty supervisor, I am ultimately responsible for the scientific and ethical conduct of the research and providing all reports and information to the IRB, as well as other groups.

**UCR faculty advisor and/or supervisor signature: Date:**