



MODIFICATION REQUEST FORM

Please use this form to submit your Modification Request. Signature(s) along with any revised or additional project materials, including revised consent forms, information sheets, surveys, questionnaires, etc. should be attached to this completed form.

Protocol IRB#:

Protocol Title:

Principal Investigator:

Phone:

E-mail:

1. AMENDMENT DESCRIPTION (Check all categories of proposed changes):

Funding

Project title

Investigator(s)/Research personnel

Add New (Protecting Human Research Participants Certificates must be attached)

Remove

Advertisement/Recruitment methods

Changes to currently approved research procedures/study design

Subjects/Eligibility criteria (*i.e., change in targeted population or selection criteria*)

Data Collection/Analysis

Consent forms (written, oral, translations, etc.)

Subject population requiring foreign language consent form(s). *Required: submit translated materials*

Study instruments (surveys, questionnaires, interview/focus group guides)

Compensation/Incentives

Addition of research participants (subjects) [Complete section 3](#)

Change in study status:

Open enrollment

Close enrollment

Temporarily suspended

Fulfillment of previous addition condition [Use Section 2 to describe the condition and how it was fulfilled.](#)

Other. Please specify:

2. REVISION/AMENDMENT DESCRIPTION (PLEASE INCLUDE REVISED PROTOCOL)

In the space below, please describe in detail what changes you are requesting to your approved protocol. Include a detailed explanation of the reason(s) you are seeking to modify your previously approved research project. In addition, explain how new information from this amendment will be communicated to currently enrolled participants (*i.e., will participants be re-consented*).

- Amendment 1
- Amendment 2
- Amendment 3



IRB NOTES:

- *Attach any Separate Marked and Unmarked copies of any and all revised or new project materials to this form!*

Format Guideline :

- No ZIP Files
- Add your Title and Protocol Number with “Amendment” to the E-mail Subject Line
- Do NOT send a hardcopy of an E-mailed submission
- If you are a Student Investigator, please copy your Faculty Advisor on this request
- For any listed contact person sending revisions, the Principal Investigator must be copied on this request