



# AMENDMENT REQUEST FORM

Request for ethical review and approval of changes to a research study.

File Number:
Project Title:
Student Researcher(s):
Project Supervisor:

<b>Changes Requested</b>	<b>√ or n/a</b>	Complete this form and append associated documentation. In most cases, this includes: a cover letter explaining the proposed changes and the reasons for them, highlighted changes embedded in the latest approved version of the research ethics submission and any new research instruments, recruitment material, consent forms, etc.
Add or remove study personnel		Description of proposed change (names and roles of individuals involved) and reason(s) for the change
Modification to recruitment procedure		Description of proposed change and reason(s) for it, plus copies of new recruitment materials, <u>or</u> copies of revised original recruitment materials with changes highlighted
Modification to informed consent procedure / form		Description of proposed change and reason(s) for it, plus copies of revised consent materials / forms with changes highlighted
Modification to study design or methods		Description of proposed change and reason(s) for it, plus <ul style="list-style-type: none"> <li>• copy of revised protocol with changes highlighted</li> <li>• copy of updated consent form with changes highlighted</li> </ul>
Modification to study instruments		Description of proposed change and reason(s) for it, plus <ul style="list-style-type: none"> <li>• copies of new instruments to be used, <u>or</u></li> <li>• copies of revised original instruments with changes highlighted</li> <li>• copy of updated consent form with changes highlighted</li> </ul>

Other		Description of proposed change and reason(s) for it
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### **SUBMISSION INSTRUCTIONS**

1. Submit the completed Amendment Request Form and associated documents to the Faculty of Management Research Ethics Officer (REO), Jonathan Bertram, by email at [Jonathan.Bertram@dal.ca](mailto:Jonathan.Bertram@dal.ca).
2. Enter subject line: 8-digit File Number, Last name, Amendment Request
3. Student researchers must copy their supervisor(s) in the cc. line of the Amendment Request email.
4. Amendment requests may be submitted at any time.

### **REVIEW PROCESS**

Amendment requests will be reviewed by the REO, typically within 72 hours of receipt. If the REO requests revisions or clarifications, these must be completed and re-submitted for additional ethical review prior to approval. Proposed changes may not be implemented until you receive notification of approval by email.