

# AMENDMENT REQUEST FORM

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

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| REB File Number: | |
| Project Title: | |
| Local Principal Investigator: | |
| Department: | Email: |

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| **Changes Requested** | **√ or n/a** | 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, or 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   * copy of revised protocol with changes highlighted * copy of updated consent form with changes highlighted |
| Modification to study instruments |  | Description of proposed change and reason(s) for it, plus   * copies of new instruments to be used, or * copies of revised original instruments with changes highlighted * copy of updated consent form with changes highlighted |
| Other |  | Description of proposed change and reason(s) for it |

**SUBMISSION INSTRUCTIONS**

1. Submit the completed Amendment Request Form and associated documents to Research Ethics, Dalhousie University, by email at [ethics@dal.ca](mailto:ethics@dal.ca).
2. Enter subject line: REB# (8-digit 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. However, please note that there are no reviews in August.

**REVIEW PROCESS**

Your request will be reviewed by the Research Ethics Board, just as the original project was reviewed. No changes to the research study may be undertaken until REB approval is received in writing.