




Staff Procedure for applying for an Amendment

Once your project has received ethics approval and it has started, you may find that you need to make an Amendment to your research protocol/design. Reasons for this can vary but can include:

- A change to the research end date
- A change to the Research Team
- A change in the number of participants you wish to recruit / who you want to recruit
- Changes to the design or methodology of the study
- Changes to the participant involvement/activities
- Changes to study documentation such as participant information sheet, agreement forms, questionnaires
- Any other changes that would impact on a previously approved ethics checklist

All requests should be made via the [online ethics checklist](#).

On **'my checklist dashboard**, against the associated checklist, click the  icon and complete the 'Request for Checklist Amendment':

Request a Checklist Amendment

Checklist ID
22273

Message
Enter your message

Clicking submit will create an amendment for this checklist and send email notification to the approver for approval.

Close Submit

When Approved:

Please note that whatever you type here will appear word for word in your PDF checklist.

You **cannot amend this text** once the request has been submitted.

Be concise, and there is no need include a greeting such as "Dear..." or "Yours sincerely..."

Requests will be considered by the Research Ethics Panel Chair and if appropriate will be approved by Chairs Action (online). If the request falls outside the scope of the

ONLINE ETHICS CHECKLIST

HOW TO REQUEST AN AMENDMENT

approval (e.g. you originally distributed a questionnaire to adults but now you wish to conduct interviews with children) you may be advised to submit a new online ethics checklist; in which case, the request will be declined.

All **approved** amendments will appear on the PDF copy of the checklist (final page).