




UG/PGT Procedure for applying for an Amendment

Once your project has been approved and it has started, you may find that you need to make an Amendment. 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
- 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 either:

- Your Supervisor (low risk projects) or
- The Ethics Programme Team (high risk projects)

Requests will be approved online but if appropriate you may be advised to submit a new online ethics checklist. For example, if your request falls outside the scope of the original approval (e.g. you distributed a questionnaire to adults but now you wish to conduct

ONLINE ETHICS CHECKLIST

HOW TO REQUEST AN AMENDMENT

interviews with children) you will be advised to submit a new checklist; in which case, the request will be declined.

All **approved** amendments will appear on the PDF copy of the checklist.

What happens if my Supervisor has left BU?

- Please email researchethics@bournemouth.ac.uk for assistance