

ADDENDA REQUEST FORM

All substantive revisions (i.e., modifications, addenda, amendments) to a project must be reviewed and approved by the IRB prior to initiation. Principal investigators should submit an *Addenda Request Form* to the IRB at least one month in advance to ensure enough time for it to be reviewed. Note: if a project will be expiring in the next 45 days, it may be advantageous for the investigator to submit a *Continuation Request Form* to the IRB instead of an *Addenda Request Form*.

1. PROJECT INFORMATION

- a. Title of Project: _____
- b. IRB Number (assigned to project): _____
- c. Expiration Date of Current Approval: _____

2. PROJECT MODIFICATIONS, AMENDMENTS OR ADDENDA

Please provide a description and reason for any modifications, addenda, or amendments that are proposed for the study. In addition, note if any of other items have changed (e.g., potential risks or benefits to the participants, study material, research personnel, recruitment procedures, participant population), indicate any adverse events, and provide explanation as appropriate.

3. CONTACT INFORMATION

Principal Investigator:	_____	
Email:	_____	Phone: _____
Faculty Sponsor/ Chair	_____	Dept: _____

SUBMISSION INFORMATION

The IRB must review copies of all revised material. Please attach a copy of any revised material (e.g., flyer, solicitation letter, survey, debriefing statement, consent form, information sheet) to this Form.

The submission of handwritten and/or incomplete packets will significantly delay the review. Send a copy of this packet (*Addenda Request Form* and all supporting materials) to:

IRB Administrator
John Carroll University
20700 North Park Blvd, AD 250
University Heights, OH 44118

OR

Email material to the IRB Administrator at eparsons@jcu.edu.