For IRB Office use only:

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| --- | --- | --- |
| Date Received: date rec’d | Sent to Review: date rev’d | Date Approved: date approved |
| Revision No. Rev no. | NEW VERSION DATE CODE: date code | |

All revisions (i.e., changes, modifications, amendments) to a previously approved protocol must be reviewed and approved by the IRB *before* the changes are initiated. Revisions include but are not limited to: changes in data collection methods, edits to consent forms, changes in research team personnel, or any change that affects the level of risk associated with the research. Please see the IRB Administrator with any questions.

# INSTRUCTIONS: This is a Microsoft Word form. Please complete all fields, and enter “N/A” to any field that does not apply to your protocol. Do not use this form as a Google Doc.

## 1. PROJECT INFORMATION

|  |
| --- |
| Project Title: Please enter the original title of your project |
| IRB Log # Please enter the IRB Log # |

**2. CONTACT INFORMATION**

|  |  |
| --- | --- |
| Principal Investigator: Please enter the PI’s name | Email: PI’s email |
| Advisor (if applicable): Advisor’s name, if applicable | Email: Advisor’s email |
| Department: Enter PI’s department | |

## 3. PROJECT REVISIONS

Please provide a *detailed* description and the reasons for the proposed revisions. If new personnel are being added to this study, please provide their contact information, role in the research activity, and their CITI Training completion date.

|  |
| --- |
| Please describe your requested revisions |

## 4. SUPPORTING DOCUMENTATION

Please submit any revised or additional documents with this form. Examples: a new solicitation email or recruitment flyer, a revised survey, a new test instrument, or an edited consent form.

## 5. SUBMISSION INFORMATION

Submit this completed form by emailing it to the IRB Office, [irb@jcu.edu.](mailto:irb@jcu.edu) Please include all supporting documentation with your submission. You will receive a confirmation email when your submission is received. Please contact the IRB Office (irb@jcu.edu, 216-397-1527) with any questions.

## Version 4.0 / September 2023

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| Original Review Category: Review Category | Revision Review Method: Revision Rev Method |
| Supporting documents: List of documents here | |
| Review Notes: Click or tap here to enter text. | |