



INSTITUTIONAL REVIEW BOARD
Request for Modification / Amendment
Form Instruction Guide and Checklist

The Request for Modification / Amendment form is a Microsoft Word document that allows information to be typed directly into the form or copied and pasted from another document. Information submitted for each section of the form should follow any format requirements specified and should be thorough and complete. No part of the form should be altered or deleted.

RESEARCH PROJECT

Complete the Research Project section of the Request for Modification / Amendment form:

- Insert the project title
- Insert the OCU IRB number of the approved research project that is seeking modification or an amendment.

PRINCIPAL INVESTIGATOR

This section identifies OCU faculty, staff, and associated parties that are applying for a modification or an amendment to an approved research project. This section is not to be used when a student researcher is conducting the research.

CO-INVESTIGATOR

This section identifies OCU faculty and staff that are co-investigators in the research project that is seeking a modification of amendment. If a student is serving as a co-investigator on a research project, please list them in the Student Researcher Section.

STUDENT RESEARCHER

This section identifies OCU students applying to modify or amend a research project.

FACULTY SPONSOR(S)

This section identifies the faculty sponsor(s) for the student research project seeking a modification or an amendment to a previously approved research project.

MODIFICATIONS / AMENDMENTS

1. Check the appropriate box to indicate whether the modification or amendments being made to the research project protocols will increase risks or decrease benefits to research participants.
2. Check the appropriate box(es) that reflect the modifications or amendments that are being made.

3. Thoroughly describe all proposed modifications or amendments being made to the previously approved research project.

SIGNATURES

The signatures of the principal investigator, the co-investigator, student researcher, and/or faculty sponsor(s) are provided.

All signatures affixed to the modification or amendment request must be a true and actual signature unless utilizing an electronic signature software such as Adobe Sign, DocuSign, or similar software. Inserting text utilizing a unique font in Microsoft Word to resemble a signature is not authorized.

Faculty and staff researchers should prepare Request for Modification / Amendment, sign the Request for Modification / Amendment form, and submit the form to irb@oak.edu.

Student researchers should prepare their Request for Modification / Amendment and sign the Request for Modification / Amendment before submitting the completed form to their faculty sponsor. Once the faculty sponsor approves of the Request for Modification / Amendment and signs the form, they will return the Request for Modification / Amendment to the student researcher. The student researcher will then submit the Request for Modification / Amendment form to irb@oak.edu.

INSTITUTIONAL RESEARCH BOARD APPROVAL

The signature of the OCU IRB administrator, coordinator, or committee member will be provided upon the approval of the Request for Modification / Amendment.

Note: Template areas presented in the **red** font can be deleted upon the completion of the form.