**Research Ethics Board (REB)**

**STUDY MODIFICATION FORM**

**This form is to be submitted to seek approval of modifications to previously approved protocols. Revised procedures should not be used until approval has been received. Take note that certain changes may have to undergo delegated or full REB review.**

**Significant or numerous changes to study methods, participant populations, location of research or the research question or where the amendments will change the overall purpose of the originally approved study will require the submission of a complete new application.**

**The REB is unable to process modification requests for protocols that do not hold current REB approval. If the approval period, as shown on the approval certificate has expired, a renewal form must accompany this form.**

Instructions:

1. Please complete this form electronically
2. This form must be accompanied by the latest approved complete protocol, with proposed additions indicated in **bold text** and proposed deletions indicated in **~~bold strikethrough text~~**
3. Please ensure to combine all amended or newly proposed measures to scale into one document
4. Submit form and attached measures (.doc or .pdf) to ethics@yukonu.ca

*\*Please note that your application will be returned to you for completion if all of the above criteria are not met.*

|  |
| --- |
| **APPLICANT AND STUDY INFORMATION** |
| **REB Reference Number** Click here to enter text. |
| **Title of Study** Click here to enter text. |
| **Principal Investigator (PI):** Click here to enter text. |
| **Position at Yukon University:** [ ]  Faculty [ ]  Staff [ ]  Other (list position and home institution): Click here to enter text. |
| **Faculty:** Click here to enter text. | **Department:** Click here to enter text. |
| **Email:** Click here to enter text. | **Telephone:** Click here to enter text. |
| **Date of initial REB approval:** Click here to enter a date. |
| **Date of renewal(s) (if applicable):** Click here to enter a date. |
| **Funding Information:** [ ]  Not Applicable [ ]  Received, from: Click here to enter text. |
| **PROJECT MODIFICATION DETAILS** |
| **Please provide a brief description of, and explanation for, the revision(s) or modification(s) requested to your application that previously received ethics clearance.**Click here to enter text.***A copy of the complete protocol with the additions indicated in bold text and deletions indicated in bold strikethrough text is required to be submitted with this form.*** |
| **Will the proposed amendment change the overall purpose or objective of the study?** [ ]  Yes [ ]  No***If Yes, a new protocol may be requested by the REB.*** |
| **Do the revised procedures outlined above require any change(s) to the Information Letter/Consent Form currently in use and that previously received ethical clearance?** [ ]  Yes [ ]  No***If Yes, please attach a copy of the revised Information Letter/Consent Form and indicate additions in bold text and deletions in bold strikethrough text.*** |
| **Is this study currently open to enrollment of human participants?** [ ]  Yes [ ]  No**If No, please explain.** Click here to enter text. |
| **Will new participants yet to be enrolled in the study receive an amended consent form?** [ ]  Yes [ ]  No**If No, please explain.** Click here to enter text. |
| **Will already enrolled participants in the study receive an amended consent form?** [ ]  Yes [ ]  No**If no, please explain.** Click here to enter text.**If Yes, please explain how and when participants will receive an amended consent form and be updated with any new information in this amendment.** Click here to enter text. |
| **APPENDICES** |
| **Document** | **Included** |
| Latest approved complete protocol, with additions indicated in bold text and deletions indicated in bold strikethrough text | [ ]  Yes [ ]  No |
| Updated recruitment materials (e.g. Advertisement for participant recruitment) | [ ]  Yes [ ]  No |
| Updated letter(s) of initial contact | [ ]  Yes [ ]  No |
| Updated consent form(s)/Assent form(s) | [ ]  Yes [ ]  No |
| Updated research tool(s) (e.g., questionnaires, focus group guides, interview scripts, demographic information gathered etc.) | [ ]  Yes [ ]  No |
| Updated debriefing material(s)/form(s) | [ ]  Yes [ ]  No |
| Other: Click here to enter text. | [ ]  Yes [ ]  No |
| Other: Click here to enter text. | [ ]  Yes [ ]  No |
| ***Please ensure that all supporting materials (e.g., questionnaires, consent forms, recruitment materials) are attached to this form as a SINGLE document (.doc or .pdf).***  |
| **ACCURACY OF INFORMATION** |
| I certify that I have read and understand the policies, procedures, and guidelines developed by Yukon University for ensuring ethical conduct in research and that I intend to comply fully with the letter and spirit of those policies, procedures, and guidelines; that all the information I have included in this application is, to the best of my knowledge, true; and that I have not knowingly omitted any information from this application that is relevant to the task of Yukon University Research Ethics Board. I further acknowledge my responsibility to report any significant changes in the project and to obtain written approval for those changes, as required by the University policies, procedures, and guidelines, prior to implementing those changes; and to report any unanticipated issue or event that may increase the level of risk to participants, or has other ethical implications that might affect participants’ welfare. **Submission of this application together with supporting documentation indicates compliance with the foregoing statement.**  |