

All substantive revisions (i.e., modifications, addenda, amendments) to a project must be reviewed and approved by the IRB *before* changes are initiated. Principal investigators should submit a *Revision Request Form* to the IRB at least one month in advance to ensure enough time for it to be reviewed.

### 1. PROJECT INFORMATION

Project Title: \_\_\_\_\_

IRB Log Number (assigned to the project): \_\_\_\_\_

Expiration Date of Current Approval (if applicable): \_\_\_\_\_

No expiration date:

### 2. CONTACT INFORMATION

Principal Investigator: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Sponsor (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

### 3. PROJECT MODIFICATIONS, AMENDMENTS OR ADDENDA

Please provide a detailed description and reasons for any revisions that are proposed for this study. Please include all changes to: recruitment procedures, participant population, experimental methods, data collection methods, research personnel, and/or the potential risks or benefits to the participants. Indicate any adverse events or problems in your project so far, and provide explanation, as appropriate.

If new personnel are being added to this study, please provide their CITI Training completion date.

**(For student researchers only)** Faculty sponsor digital signature: \_\_\_\_\_

### 4. ATTACHMENTS

Please electronically attach any revised documents for IRB review. (e.g., solicitation email, recruitment flyer, revised survey, debriefing statement, consent form, etc.). After you click "ATTACH", you will be given the chance to select your revised documents.

## 5. SUBMISSION INFORMATION

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

---

### For IRB Office Use Only:

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
Original Review Category: \_\_\_\_\_ Revised Review Category: \_\_\_\_\_  
Approval Expiration Date: \_\_\_\_\_

**Version 1.0 Created 1/2/2019**