# Amendment Request Form

Please complete this form to make any amendments to an already approved study.

Once completed, **email your application and associated documents to ioe.researchethics@ucl.ac.uk**

**Your application must include:**

* Ethics approval letter
* A clear explanation of the amendment you wish to make and the justification for making the change (items 8, 9 and 10 of this form).
* An updated version of your latest Ethics Application form, that includes all previous amendments, with your proposed amendments highlighted. This allows the reviewer to clearly see the changes and their effects and ensures the REC has an up-to-date overview of the study.
* All other updated documents, such as Participant Information Sheets, Consent Forms and recruitment adverts, similarly highlighted to reflect all changes.

If any of the above items are missing, your application will not be reviewed and will be sent back to you.

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| **1** | **Ethics REC number:** |
| **2** | **Project Title:** ​ |
| **3** | **Name of PI:** |
| **4** | **Department:** |
| **5** | **Date of Original Ethics Approval:** |
| **6** | **Start date of the amended project:** |
| **7** | **Has this study been amended before:**Yes      No     **If yes, how many amendment requests have been submitted prior to this one?** |
| **8** | **Justification:**  *(Provide a brief explanation of why these changes are required).* |
| **9** | **Type of Amendment:***(Tick all that apply)*    Extension to approval (for 1 year)   Data management/storage, retention and destruction    Research method/protocol    Location of research / research site / data source  Participant group   Sponsorship/Collaborators   Information Sheet(s)/Consent Form(s)   Consent method  Data collection method  Publication and sharing  Recruitment Documents    Principal Investigator    Update to research instruments/tools  Other (Please specify in section 10) |
| **10** | **Summary of Amendment(s):** *(Describe the amendment(s) to be made to the project, in accessible language. Include any changes to be made to the data management aspects of the study. Also, indicate where these amendments are recorded in your updated Ethics Application form which must be included as part of your application).* |