University of Guelph

Research Ethics Board (REB)

Amendment Request Form

## DIRECTIONS

### Step 1: Forms and Other Documents

Please complete and submit this form if you wish to make a change or an addition to any part of an approved REB Application package.

Once you have noted the changes in item 4 below, prepare your other documents.

For every document which is changing:

* Start with a clean copy of the previously approved documents (i.e., accept all old changes/revisions and remove all highlights BEFORE you make changes).

Amendments including tracked changes or highlights NOT part of the current submission, will be sent back to the researchers for clean up before review will commence

* Use track changes to indicate the current amendments being proposed for each approved document. Rename the file [file\_name]\_tracked.
* Accept all the changes so that the document is in its final format. Rename the file [file\_name]\_clean.

### Step 2: Attestation

The Principal Investigator must, in an email from the PI’s @uoguelph.ca account, copy and paste the following wording to certify that:

* *I have reviewed this Amendment and the information within is acceptable and ready for REB review.*
* *If a student has been added to this protocol, their* [Training Certificate](https://www.uoguelph.ca/research/services-divisions/ethics/resources) *has been included.*
* *All project personnel have reviewed and are in agreement with the contents of this submission.*

### Step 3: Submission

Submit to reb@uoguelph.ca

## 1. Research Ethics Approval number

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## 2. Title of the research project

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## 3. Investigator Information

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name & position** | **Principal Investigator** | **Faculty Co-Investigator** | **Student Investigator** | **Other Investigator** | **Department** | **Phone No.** | **E-Mail** |
|  | Yes |  |  |  |  |  |  |

## 4.

Itemize and summarize the changes you are proposing to make to the previously approved ethics application package.

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## 5.

Describe the amendments you are proposing to make to the previously approved **REB Application form.**

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| --- | --- |
| **Question Number** | **Amendment Summary** |
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## 6.

Describe the amendments you are proposing to make to the other **previously approved documents**

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| --- | --- |
| **Document Name** | **Amendment Summary** |
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