**Modification Request**

*Once the VCOM IRB has reviewed and issued final approval for ANY study type, the study must be carried out exactly as originally submitted, reviewed and approved. Plans to deviate from the approved protocol (e.g. additions or deletions) must be approved by the VCOM IRB prior to the implementation of these changes, except where necessary for the safety and well-being of the participant. Note-a Modification Request approval letter will be generated and issued once your modification request has been reviewed and approved by the VCOM IRB.*

|  |
| --- |
| Project Title:       |
| Protocol #:      |
| PI Name:       |
| Date Form Completed:       |

To modify an existing protocol, please check the appropriate sections that will be modified via this request. In the dialogue box, describe in detail the changes being made. Additionally, please upload to the application all revised documents with changes highlighted or in a different color font.

[ ] **General Information** *(e.g. Principal Investigator, Project Title, Funding)*

Click or tap here to enter text.

[ ] **Research Personnel** *(List the names of the research personnel being added to the protocol. Indicate if they are being added or removed. Prior to submitting this modification request, verify that the research personnel has a valid user account in IRBNet, complete with training verification and CV/Biosketch. Remember to “Share” the study with the requested personnel).*

 Click or tap here to enter text.

[ ] **Research Protocol Application** *(List the modified sections and describe the changes being requested).*

Click or tap here to enter text.

[ ] **Supporting Documents** *(Select the supporting document(s) being modified with this request and describe the changes being requested).*

[ ] **Recruitment Materials** *(e.g. Flyers, Recruitment Scripts/Emails, Advertisements)*

Click or tap here to enter text.

 [ ] **Consent Forms** *(e.g. Informed Consent, Assent, Parent Permission)*

Click or tap here to enter text.

[ ] **Data Collection Instruments**

Click or tap here to enter text.

[ ] **Other Miscellaneous**

Click or tap here to enter text.