**Amending an approval**

This form should be used to notify the School’s Research Ethics Committee of changes to your research project made after ethical approval. You should not make any changes to your research project until your proposed amendment has received approval.

If your project requires University Sponsorship please inform the CAHSS Research Governance Office of your proposed amendments before completing this form.

If you are updating participant information to comply with GDPR requirements you may not need to make an amendment. Please contact your Ethics Lead for advice.

This form should only be used when ethical approval has been given by the School of Health in Social Science.

1. Complete the table below.
2. Submit this form to your Subject Area Ethics Lead.
3. If your project requires University Sponsorship please include a copy of the feedback you received from the CAHSS Research Governance Office.

This is a simple Microsoft Word form and the sections will expand automatically.

|  |  |
| --- | --- |
| **Applicant name** |  |
| **Project title** |  |
| **Subject Area** |  |
| **Student supervisor** |  |
| **Course/programme** |  |
| **Date project received ethical approval** |  |
| **Does your project require University Sponsorship?** |  |
| **Have you notified the CAHSS Research Governance Office of your requested amendments and included a copy of their feedback?** | Notified the CAHSS Research Governance Office  Included a copy of CAHSS Research Governance feedback |
|  |  |
| **Amendment/s and request for approval** | |
| *Subsequent to receipt of ethical approval I the applicant would like to request the following amendment/s to my original proposal.* | |
| Signature: | |
| Date: | |
| **Conclusion to ethical review of amendment** | |
| *I can confirm that the above amendment has been reviewed by two independent reviewers. It is their opinion that:*   1. *Ethical issues have been satisfactorily addressed and no further response from the applicant is necessary*   *Or*   1. *The ethical issues listed below arise and the following steps are being taken to address them* | |
| Signature: | |
| Position: | |
| Date: | |