

Form **B**



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| --- | --- |
| Current Tracking # | Research Tracking # |
| Date of Approval: | Date of Research Approval by IRB |
| Category of Approval: | **Exempt**  **Full Review**  **Expedited**  **Animal/Plant** |
| Request for | **Modification  Research Termination**  **Annual Review  Research Completion** |
| Date Received: | Reserved for IRB Committee |
| Date Approval Sent: | Reserved for IRB Committee |

**RESEARCH PROJECT MODIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Principle Investigator | | | | |
| Research Title: | Enter Research Project Title | | | |
| |  | | --- | | Principal Investigator: | | | Email Address: | Phone #: | School/Department: |
| Full Name | | Email Address | Phone Number | Department Name |
| |  | | --- | | Faculty Advisor (if applicable): | | | Email Address: | Phone #: |
| Full Name | | Email Address | Phone Number |  |
| **Provide the required information in the space available. If additional space is needed, attach a separate sheet or expand that section of the form. Both scanned original signatures and typed electronic signatures are acceptable. All forms and research instruments should be submitted by email to** [**irb@southern.edu.**](mailto:irb@southern.edu) | | | | |
| **incomplete submissions will be returned to the applicant with review** | | | | |
|  | | | | |
| Modifications | | | | |
| **Project Status**  *Select the status of the project* | | | | |
| **Active** – Project ongoing  **Complete** – Project Completed!  *Select changes status for the project*  **No changes** are planned and the project will continue as previously approved by the IRB  **Changes are planned**. Please complete the section below | | | | |
| **Notification of Changes**  ***Check the appropriate boxes below and provide additional information where appropriate (e.g. new title, new PI, description of changes, etc.). If no changes are planned or project is completed, please leave blank.***  **Change to the project title**  *If different from your last approval letter, please provide new title:*  Add Title  **Change of investigators**  *If there are change(s) in regard of principal or co-principal investigators(s), other collaborators, or change in faculty advisor(s), provide their name(s):*  List Names  **Change affecting participation of human subjects**  *If there is changes(s) to project which will affect participation of human subjects, revise and amend any relevant sections of Form A and submit these changes with a Form B.* ***This requires a new Form A as well as this Form B****. Remember, there is no change too small to report to IRB***:**  Outline the Change(s)  **Change to research instruments**  *If there is change(s) to informed consent forms and/or assent forms(s),* ***submit new consent Forms with this Form B.*** | | | | |
| **Change to location**  *If there are any additional locations for conducting project, submit with this Form B a copy of the letter(s) from these organizations which have given permission for you to conduct your research in their institution. The letters should be on the institution’s own letterhead. List the new locations where research is being completed:*  List New Locations  **Change in risks to subjects**  *If you have encountered unexpected risks to research Subjects (e.g., breaches of confidentiality) or to yourself (e.g., angry parents, threats of violence), submit a copy of the Incident Report Form(s) with this Form B and describe how you have or will resolve the problem*:  Describe the Change(s)  **Other Change(s)**  *If there are any other changes, explain these changes:*  Explain the Change(s) | | | | |

**Signatures:** If submitted by a faculty member, electronic (typed) signatures are acceptable. If submitted by a student, please print out completed form, obtain the faculty advisor’s signature, scan completed form, and submit it via e-mail. Only Word Form or PDF files are acceptable submissions. All forms should be submitted by email to: [**irb@southern.edu**](mailto:irb@southern.edu)

 Click dropdown to enter date

Principal Investigator (PI) or Student Date

 Click dropdown to enter date

Faculty Advisor (if applicable) Date