REQUEST TO MAKE AMENDMENTS TO A PREVIOUSLY APPROVED APPLICATION

'Amendments' are used when you have had an application final decision of 'Approval' and you need to make minor changes to the original application research design. For example, if you need to change the population, recruitment, methods or other elements of the study following approval, you need to request amendments to the original application. Note that this is NOT the same as the required changes to an application *prior* to a final decision, which are called 'Conditions'.

To request to make amendments to a previously approved study, there is a separate form available that is linked to your original application. This is called a 'sub-form'. The title of the form is '*Amendments to previously approved application*'. The sub-form is linked directly to the original application and is both created and accessed via the original application. It will also share the Project ID of the original project.

To create an application to request amendments, go into the original application for which amendments are being requested by clicking the arrow to the left of the name of the project on your main project list:

This will open the application forms associated with that project. If you have not yet created any sub-forms, this will only show the original application for that project but once you have created any sub forms, it will show all the forms linked to this project title. In the example below, only the original application is shown prior to the creation of sub-forms:

| ⌄	Service Eval Criteria	6454

Form Title

Application for Teesside Ethics Research Ethics Review 21-22 -

Click on the title of the original application form to open the original application form. This will then take you into the main application page for this project's original application form.

On the left-hand sidebar, then click the 'Create Sub Form' button. Note that if the project has *not* been previously approved, this button will not appear:
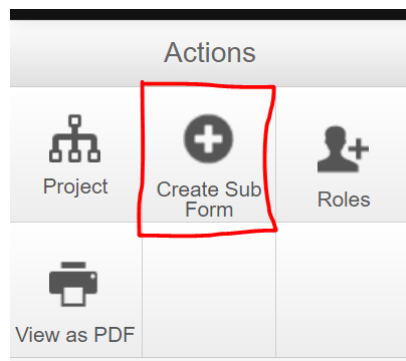
This will bring up a pop-up window with a drop-down list of the available sub-forms:
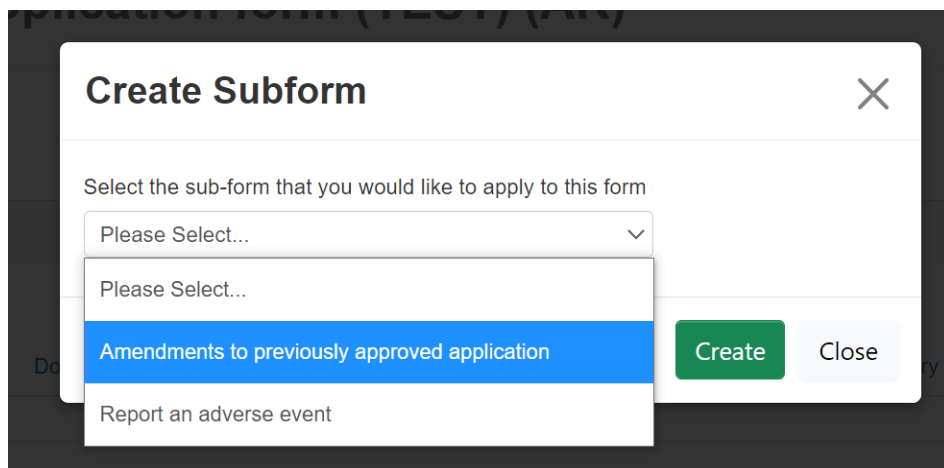
Select 'Amendments to previously approved application' and click the green 'Create' button to create the new form.

The main application page for the new form will appear as the image below. To start completing the application, click on the live blue link on the righthand side of the form:

This will then present you with a very simple single page of questions, similar in format to the original application form, for you to complete.

Ensure that you select the same School Committee as approved your original application:

Amendments to previously approved application

6518
Version:

Amendments

To which School Research Ethics Committee are you requesting amendments?

This **must** be the School in which you made the original application that was approved.

If you are unsure, please check the letter confirming the approval of your original application.

If you are based in a central department or a partner college, please verify the School Research Ethics Committee that approved your original application and choose that option from the list.

Please Select...

Please provide a summary of the amendment(s) to the previously approved application that you are requesting

Please provide the reason that you need to request the amendment(s)

You may upload documents of requested amendments or changes to previous documents in your application here, if required

For multiple documents, just repeat the uploads using the 'Upload' button

As part of this form, you can provide details of what you want to amend and upload any new documents as needed. Upload of documents is unlimited and you can upload as many as you need by repeated use of the 'Upload' button.

When you reach the end of the questions page, just click 'Sign' to submit your request:

Submit your amendment(s) request

Sign

Your request for amendments will be reviewed and either approved or rejected. You will receive an email confirmation of submission of the request and of the decision. If your request is rejected, you will be given reasons, but usually this will be because your request requires substantial changes to your original application. In this case, you will be asked to submit a new application. You can use the 'Duplicate' project function to save work in creating the new version of the application for submission.

If you need to access the new request form, you can do so via the project list, which will show your new application form beneath the original application to which it is linked, and will have the same Project ID:

| ∨ | Service Eval Criteria | 6454 | Dr Andrew Rawnsley | 15/07/2021 16:12 | 04/08/2021 15:49 |

Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
Application for Teesside Ethics Research Ethics Review 21-22 - Rawnsley	Application for Teesside Ethics Research Ethics Review 21-22 - Rawnsley	2021 Aug 6454 Rawnsley	CEDT Supervisor Sign-Off	Approved	Dr Andrew Rawnsley
Amendments to previously approved application	Amendments to previously approved application	2021 Aug 6454 Rawnsley	SCEDT Amendments	Submitted by Applicant	Dr Andrew Rawnsley