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| **Study Information** | |
| DSHS IRB Number | Click to enter number. |
| Principal Investigator | Click to enter text. |
| Protocol Title | Click to enter text. |

**Complete this section.**

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| **Changes** (check all that apply) |
| I. Principal Investigator (PI): Contact Information Update or Designate New PI  II. Research Team Member Update: Changes to the Research Team Log  III. Data or Biospecimens Relocation or Transfer: Changing or Adding Institutions  IV. Protocol or Recruitment Protocol Modification  V. Informed Consent Document Modification  VI. Study Document Changes: Recruitment Materials, Surveys, Study Instruments  VII. New Data or Biospecimens Request: Adding Variables, Changing Timeframe  VIII. Other |

**Provide concise information in the appropriate section to complete the requested change(s) checked above.**

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| 1. **Principal Investigator Update** - Contact Information Update or Designate New PI | | | |
| Name | Click to enter text. | | |
| Organization | Click to enter text. | | |
| Mailing Address | Click to enter text. | | |
| City, State, Zip | Click to enter text. | | |
| Phone Number | Click to enter text. | Email | Click to enter text. |
| Secondary Contact | | | |
| Name | Click to enter text. | | |
| Organization | Click to enter text. | | |
| Phone Number | Click to enter text. | Email | Click to enter text. |
| Are you submitting this application as a student? | | | |
| Yes (Enter your faculty advisor as the secondary contact if submitting as a student).  No | | | |

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| 1. **Research Team Member Update -** Changes to the Research Team Log |
| List the members(s) being added and removed from the study.   1. Update and submit the Research Team Log. 2. Submit a Human Subject Research (HSR) protection training certificate for each new team member. |
| Click to enter text. |

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| **III. Data or Biospecimens Relocation or Transfer -** Changing or Adding Institutions |
| Detail where the DSHS/ HHSC data or biospecimens will be relocated or where a copy of the data will be transferred to as a new storage site.   1. Update the Protocol form to describe the new site, data management, and destruction plan. 2. Submit a clean and track change copy of the form. 3. Submit a certificate of destruction or other written verification from the original storage site if the data are permanently relocated to a new site. |
| Click to enter text. |

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| **IV. Protocol or Recruitment Protocol Modification** |
| Describe the changes made to the Protocol or Recruitment Protocol and submit a clean and track change copy of the form. |
| Click to enter text. |

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| **V. Informed Consent Document Modification** |
| Describe the changes made to the informed consent document and submit a clean and track change copy of the form. |
| Click to enter text. |

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| **VI. Study Document Changes** |
| Describe the changes made to the study document and submit a clean and track change copy of the document. |
| Click to enter text. |

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| **VII. New Data or Biospecimens Request -** Adding Variables, Changing Timeframe |
| A. Specify the new years of data and biospecimens being requested. Update the Protocol form and submit a clean and track change copy, if applicable. |
| Click to enter text. |
| B. Describe the new data variables being requested.   1. Submit an updated program data checklist. 2. Update the Protocol form and submit a clean and track change copy, if applicable. |
| Click to enter text. |

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| **VIII. Other** |
| Detail other changes for review. |
| Click to enter text. |