

### Received Date

REB Use Only

**Research Ethics Board**

**Amendment and/or Administrative Change Form**

**Please submit the signed and scanned application form and accompanying documents to** **reb@hrh.ca****. In the email subject line, please include the REB number and the type of submission.**

**SECTION 1 Study Identification**

HRH REB Number:       Sponsor/Funder:       Expiry Date:

Study Title:

**SECTION 2 Contact Information**

**Note**: For change in Principal Investigator – use the **Change in Study Personnel Form**

Principal Investigator:

Department/Division/Program:

Telephone:       Fax Number:

Email Address:

Name of Person Completing the Form:

Telephone:       Fax Number:

Email Address:

**SECTION 3 Review Information**

Type of change: [ ]  Amendment [ ]  Administrative Change

Review type: [ ]  Delegated [ ]  Full Board

If submitting updated Safety Information, does it require changes to the Study Protocol and/or Consent Form? [ ]  Yes [ ]  No *(If “Yes”, please include updated Study Protocol and/or Consent Form with Safety Information).*

Has this amendment already been implemented to eliminate an immediate hazard?

If yes, describe in section 6. [ ]  Yes [ ]  No

Enrollment status for HRH participants only. Check all that apply.

[ ]  Enrolling Subjects [ ]  Enrollment Complete [ ]  Subjects Receiving Intervention [ ]  Follow-Up Only [ ]  Follow-Up Complete [ ]  Other (describe):

Indicate whether there are changes to the study budget: [ ] Yes [ ] No

Indicate whether there are changes to the contract: [ ] Yes [ ] No

**SECTION 4 Amendment Summary**

In the space below, respond to the following:

 a. Summarize the changes to the study

 b. Provide justification/rationale for the change(s)

 c. Describe if and how study subjects will be informed of the change(s).

 d. If number of study subjects will change, provide explanation for increase or decrease in number.

**SECTION 5 Documents Attached for Review**

|  |  |
| --- | --- |
| [ ]  Amendment(s) | [ ]  Questionnaires, Diaries, etc |
| Version:       | Date:       | Type:       | Date:       |
| Version:       | Date:       | Type:       | Date:       |
|  |  |  |  |
| [ ]  Protocol (indicate page #s in where amendment is described):        | [ ]  Recruitment Tools |
| Version:       | Date:       | Version:       | Date:       |
|  |  |  |  |
| [ ] Consent Form(s) | [ ]  DSMB Report | Date:       |
| Version:       | Date:       |  |  |
| Version:       | Date:       | [ ]  Periodic Safety Update Report  | Date:       |
|  |  |  |  |
| [ ]  Investigator’s Brochure/Product Monograph | [ ]  Audit Report (i.e., Health Canada Audits) | Date:       |
| Edition:       | Date:       |  |  |
|  Name of Drug:       | [ ]  Other: | Date:       |
|  |  |  |  |
| Has Health Canada been notified? |  |  |
| [ ]  N/A [ ]  Yes [ ]  No |  |  |
|  |  |  |
| Health Canada “No Objection Letter” enclosed |  |  |
| [ ]  N/A [ ]  Yes [ ]  No |  |  |
|  |  |  |
| [ ]  Study Budget |  |  |
| Version:       | Date:       |  |  |

**SECTION 6 Comments/Notes**

**SECTION 7 Principal Investigator Attestation**

This signature attests that the Principal Investigator has assessed the safety implications of this amendment, it’s impact on study procedures and is prepared to take any necessary steps to implement the change(s). Further, the Principal Investigator will not implement any changes to, or deviations from the protocol without Research Ethics Board approval except to eliminate an immediate hazard to study subjects or when changes involve only logistical or administrative aspects of the study.

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Print Name Signature Date (dd/mm/yyyy)