SAIC School of the Art Institute of Chicago

INSTITUTIONAL REVIEW BOARD FORM 5:
REQUEST FOR CHANGES TO ONGOING PROJECTS

Any proposed change to the IRB protocol or consent form(s), including a change in investigator(s) or key personnel, must be reviewed and approved by the IRB prior to implementation, except where an immediate change is necessary to eliminate hazard to the participant.

Minor changes may be administratively approved by the IRB Chair. If the changes proposed are significant, a completely revised protocol form may be requested, with proposed changes highlighted. Proposed changes will be reviewed initially by the IRB Chair, and the Principal Investigator will be notified if the changes require fuller review.

Please provide the following information:

SECTION A: OVERVIEW
A.1a Title of Study:
1b Date of last approval:

A.2 Nature of Study:
(*Please select one from the following*):
☐ Master's Thesis ☐ Graduate Research ☐ Undergraduate Research ☐ Faculty Research ☐ Staff Research
☐ Other (specify): _____

A.3 Principal Investigator (PI) Contact Information	
First Name:	Last Name:
Mailing Address:	
SAIC Department:	Job Title (if applicable):
Phone:	Email:
Anticipated Graduation Year (if applicable):	Degree (if applicable):

A.4 Faculty Advisor Contact *(To be completed if PI is a SAIC student performing research for college credit.)*	
First Name:	Last Name:
Department:	Job Title (if applicable):
Phone:	Email:

SECTION B: RESEARCH STATUS
B. 1 Update the status of your research project. Where are you in your research plan? Summarize your project progress thus far.

SECTION C: PROPOSED CHANGES
C. 1 Provide a description of the proposed change(s).

C. 2 Provide justification for the proposed changes described above. (In other words, explain why these changes are being proposed).

C. 3 Describe any new risks to your subject population that could that these changes could create, and what you will do to mitigate risk(s).

SECTION D: PLEDGE

D.1) Principal Investigator's Authorization

I understand the School of the Art Institute of Chicago's policies concerning research involving human participants, and I agree:

- *To comply with all Institutional Review Board's policies, decisions, conditions, and requirements;*
- *That this study has been designed, to the best of my knowledge, to protect human participants engaged in research in accordance with the standards set by the School of the Art Institute of Chicago, the United States Department of Health and Human Services, and any other sponsoring agency;*
- *To report to the Institutional Review Board any adverse event(s) and/or unanticipated problem(s) involving risk to participants;*
- *To obtain prior approval from the Institutional Review Board before amending the research protocol which means submitting a Request for Changes to Proposed Research Form to the IRB for consideration;*
- *To submit a Continuing Review of Ongoing Project Form if your project is likely to continue beyond the date of your latest approval period;*
- *To submit a Completion or Cancellation of a Research Project Form if the project is completed or cancelled;*
- *That the PI and each individual listed as study personnel in this application has: a) completed the required human subjects training; and b) are knowledgeable of the study procedures described in this protocol;*
- *That each individual listed as study personnel in this application possesses the necessary training and experience for conducting research activities in the role described for them in this research study.*

Signature of Principal Investigator *Date*

If PI is an SAIC student
Signature of Thesis Advisor or Faculty *Date*