**Innovations for Poverty Action Institutional Review Board (IRB)**

# REQUEST FOR APPROVAL OF CHANGE TO PREVIOUSLY APPROVED PROTOCOL

**When complete, please file this submission for an amendment, including all its attachments, via** [**poverty-action.org/irb**](https://www.poverty-action.org/irb)**.**

Do **not** file this application via humansubjects@poverty-action.org. The only exception refers to the certification of human subjects training. If not already on file, please email these certificates to humansubjects@poverty-action.org. Please do not hesitate to reach out to humansubjects@poverty-action.org with any additional questions you may have. In your email’s subject, please mention your study’s name and protocol number (from your approval letter, if already available).

A research study must be carried out in accordance with the protocol approved by the IPA Human Subjects Committee. Any changes in the project including subject population, recruitment plans, research procedures, study instruments, study sites, or research personnel must be approved by the Committee prior to implementation and must be recorded on the study’s protocol, in both a tracked changes and clean version of the protocol. In order for a change to be approved by the IPA IRB and subsequently implemented by the project staff, the study team must submit **all** required documents and **any** supplementary documents related to the amendment requested.

**Required Documents:**

[ ]  This completed amendment form

[ ]  Protocol, tracked changes

[ ]  Protocol, clean

**Supplementary Documents[[1]](#footnote-1):**

[ ]  Human Subjects Certifications for research staff (if not already on file, or if new staff are being added)

[ ]  Survey instrument(s), tracked changes, in **English[[2]](#footnote-2)**

[ ]  Survey instrument(s), clean, in **English**

[ ]  Consent form(s), tracked changes, in **English**

[ ]  Consent form(s), clean, in **English**

[ ]  MOU(s) with partner organization

[ ]  Data use agreement(s)

[ ]  Other IRB approval(s)

[ ]  Marketing materials to recruit subjects

[ ]  Any other documentation relevant to the protection of human subjects in the context of the study’s proposed changes

**AMENDMENT FORM**

**Date of Application**: Click here to enter a date.

**IPA-IRB Protocol Number**: Click here to enter text.

**Title of Study:** Click here to enter text.

 **Former or alternate titles if known:** Click here to enter text.

**Project IRB Contact:** Click here to enter text.

**Note which documents are changing or being submitted (check all that apply):**

[ ]  Protocol (includes research staff and study procedures)

[ ]  Consent

[ ]  Questionnaire

[ ]  MOU / Data Sharing Agreement / Other IRB Approvals

[ ]  Marketing Materials

[ ]  Other

**Describe change requested:**

Click here to enter text.

 **Check one:**

[ ]  This change does not increase risks to participants enrolled in the study.

[ ]  This change does increase risks to participants enrolled in the study. **If this is checked, please explain why the change is necessary below:**

Click here to enter text.

Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature\*

Typed Name: Click here to enter text. Date: Click here to enter a date.

\* An email from the PI, acknowledging this amendment, can substitute for a signature if necessary due to constraints of travel.

1. These are required if they exist, have not yet been submitted, and are ready for IRB review. Depending on the nature of the amendment, they may not apply to all projects. [↑](#footnote-ref-1)
2. Note that we no longer require projects to submit surveys or other project documentation in local languages. [↑](#footnote-ref-2)