# NOTICE OF AMENDMENT

For use in the case of all research previously approved by Imperial College Research Ethics Committee (ICREC) and Science, Engineering and Technology Research Ethics Committee (SETREC).

Please complete in language comprehensible to a lay person and upload to Worktribe alongside your updated amendment documentation.

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| Details of Principal Investigator (PI) | |
| Name |  |
| Telephone  *(Work not personal)* |  |
| Email  *(Work not personal)* |  |

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| --- | --- |
| Full title of study |  |
| ICREC/SETREC reference number |  |
| Date study commenced |  |
| Amendment number and date |  |

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| --- | --- | --- |
| Reason for Submitting Amendment | | |
|  | **Add Yes/No** |  |
| Change in Study Design or Documents |  | *Please complete section 1* |
| Request for Time Extension |  | *Please complete section 2* |
| Change in Study Team |  | *Please complete section 3* |

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| Section 1 – Change in Study Design or Study Documents | | |
| Briefly summarise the main changes proposed in this amendment using language comprehensible to a lay person. Explain the purpose of the changes and their significance for the study. Please upload the amended study documents to Worktribe, giving the document name, version number and date in the table below. | | |
|  | | |
| *Document Name* | *Version* | *Date* |
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| Section 2 - Request for Time Extension When was the original ICREC/SETREC approval granted? Click or tap to enter a date.  When would the PI require the ethical approval to be extended to? Click or tap to enter a date. *(no greater than 5 years from amendment submission)*  Please give justification for the time extension request. |
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| Section 3 – Change in Study Team | | | |
| *Please select from the following options:* | | **Add**  **Yes/No** | |
| A study team member is leaving (excluding PI) | |  | *Please complete part A* |
| There is a new study team member (excluding PI) | |  | *Please complete part B* |
| There is a new PI | |  | *Please complete part C* |
| Part A – A study team member is leaving | | | |
| Name: |  | | |
| Title: |  | | |
| Position: |  | | |
| Location: |  | | |
| Email:  *(Work not personal)* |  | | |
| Are they being replaced? |  | | |
| Part B – There is a new study team member | | | |
| Name: |  | | |
| Title: |  | | |
| Position: |  | | |
| Location: |  | | |
| Email:  *(Work not personal)* |  | | |
| Summary of skills and experience **relevant to the area of this study:** | | | |
| Part C – There is a New PI | | | |
| Name |  | | |
| Title: |  | | |
| Position: |  | | |
| Location: |  | | |
| Email:  *(Work not personal)* |  | | |
| Summary of skills and experience **relevant to the area of this study:** | | | |

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| Section 4: Any other relevant information |
| Applicants may indicate any specific ethical issues relating to the amendment, on which the opinion of ICREC/SETREC is sought. |
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