



Minor Modification Application Form

Instructions:

Please fill out this application form using clear language and lay terms. Please answer each section as completely and as concisely as possible. **Please note that this application form must be submitted to IRB if changes are being requested to an approved exempt, limited/expedited, or full review application. You can not administer the changes until you receive an approval from the IRB office.** Please upload this application form along with additional documents that are supplemental (as applicable) to your submission in IRBNet. For more information, please visit the IRB website. For questions, please contact IRB office at (760)750-4029 or irb@csusm.edu.

Project Title

(Same as original)

IRB #

Date this IRB was approved

What type of review did your original application receive? Exempt Limited/Expedited Full

Faculty/Staff Investigator:

Name

Department/College

Phone Number

E-mail

Date CITI Completed

Student Investigator: *(if the student is the principal investigator)*

Name

Department/College

Phone Number

E-mail

Date CITI Completed

Faculty Advisor Name

Department/College

Phone Number

E-mail

Date CITI Completed

REMINDER: Once the student investigator has completed this application form, he or she must e-mail it to their faculty advisor for review and feedback. Once the faculty advisor gives permission to the student to move forward, then the student will upload this application form along with additional documents to IRBNet. Once the student uploads all the documents, then s/he will share the IRBNet package with the faculty advisor. The faculty advisor must have an IRBNet account to approve the package as the "advisor" by logging into IRBNet. The faculty advisor will receive a notification via e-mail that the package has been shared with them and that they need to sign the package in IRBNet. For more information on how to share a package in IRBNet, please visit the IRB website.

Checklist: Check the additional documents that are uploaded in IRBNet. Check **ALL** that apply:

- A new copy of the consent form/assent form and/or information sheet (if affected by the change)
- Any new recruitment fliers, survey instruments, and/or revisions to interview questions.
- CITI Training Certificate for the principal investigator and the faculty advisor, if applicable.

1. Describe the revisions to the protocol that are now being proposed.

2. Provide a summary of any revisions previously approved.

3. Describe any change in risk that will occur as a result of the proposed change.

4. **For Student Principal Investigators Only:** Please check the box below to verify that you will share your package and obtain your faculty advisor's signature in IRBNet:

I verify that I will share my package with my faculty advisor in IRBNet after I upload this application and other materials, but *before* submitting the package for review.