**Amendment/modification submission checklist for Human subjects research**

Use this checklist when submitting either an IRB amendment/modification to the research project in IRBNet. This checklist is intended to be used as guidance only.

# amendment/modification application

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|[ ]  Download and complete the Amendment/Modification under IRBNet Forms and Templates |

# PERSONNEL AMEDNMENTS

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|[ ]  Additional personnel must complete the Social Behavioral & Education Research (SBER) or Biomedical Research training |
|[ ]  Update the Part 1 - Human Research Application to reflect additional personnel |

# other submissions

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|[ ]  Download and complete the Amendment/Modification Form under IRBNet Forms and Templates  |
|[ ]  Attach revised Protocol, only if applicable **Note:** Provide a clean copy of protocol changes that reflect revisions that were made. |
|[ ]  Attach revised Consent Form(s) or Assent Form(s)/Parental Permission Form, only if applicable**Note:** Provide a clean copy of consent changes that reflect revision that were made for IRB to stamp. |
|[ ]  Attach revised Requirement Materials, only if applicable (e.g., revised flyers, revised email) |
|[ ]  Attach revised Subject Materials, only if applicable (e.g., revised questionnaires, revised interview questions) |

# submit the package

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|[ ]  Sign the IRBNet package**Note:** If a student investigator, a Faculty Sponsor MUST review the IRB application and electronically sign the package. Obtaining the Faculty Sponsor signature verifies the application has been reviewed and is ready for IRB review. |
|[ ]  Submit the signed IRBNet package to the DU IRB**Note:** You will receive a confirmation email when your package has been successfully submitted. |

**The IRB does not have access to any project that has NOT been submitted**