

**HAWAI'I PACIFIC UNIVERSITY
HUMAN SUBJECTS PROJECT
AMENDMENT/MODIFICATION/RENEWAL FORM
SAMPLE**

This form must be fully completed and attached to changes made to a research project. This includes any changes in content or form, to the protocol, Informed Consent form, or any supportive materials (such as advertisements, revised instruments, etc.). Submit 1 (one) copy of the completed Amendment/Modification/Renewal Form, Appendix C and applicable materials to the IRB Chair via irbchair@hpu.edu.

Date: 13 February 2012

Principal Investigator: [First & Last Name](#)

Co-Investigators: [Include the first and last names of all Co-Investigators](#)

Faculty Advisor (if student): [Include the faculty advisor's title where applicable, for example;](#)
[Faculty Advisor: Sherlock Holmes, Ph. D.](#)

Department _____ Phone # _____ [Your phone number](#) _____

Protocol #: [The protocol number is available on Appendix A, IRB Application Form, next to the signature of approval by the IRB Chair. The protocol number begins with the digits: 5604.](#)

Project Title: [Achieving Success: The Role of Encouragement in Persistent Behaviors](#)

Current Status of Project: (check one)

- Currently in Progress (Subjects Entered)
- Closed to Subject Entry (Remains Active)
- Project Not Yet Started (No Subjects Entered)
- Inactive/Cancelled

THE PROJECT HAS BEEN CHANGED AS FOLLOWS:

- Protocol Modified
- Study Methods
- Study Instruments

Appendix C

- _____ Modified Consent Form
- _____ Change of Investigator¹
- _____ Additional Investigators/Key Personnel²
- _____ Protocol Amendment
- _____ Addendum (New) Consent Form
- _____ Additional Funding*

*If proposal has been submitted to a federal agency, submit one copy of the *Research Plan/Project Description* section of the grant application.

NOTE: If the funding title differs from the Human Subjects Protocol Title or additional investigators will be added to the project, the Modification Form must clarify these changes. [Specify all changes here, or attach an additional page to this form.](#)

1. For a "change in principal investigator," the signatures of both new and old Principal Investigator are required on this form. Attach an additional letter from new Principal Investigator indicating the change in responsibility of the research.
2. Include a brief description of background, expertise, and involvement in the project. Do the changes affect subject participation (e.g. procedures, risks, costs, etc.)? If YES, and the project is in progress or not yet started, the consent form must reflect these changes. **NOTE:** Indicate in bold or highlight all changes on the modified Informed Consent form(s).

BRIEF SUMMARY OF PROPOSED CHANGE(S) Attach additional pages as necessary:

REASON FOR PROPOSED CHANGE(S):

Signature of Principal Investigator(s) & Date

Signature of Faculty Advisor (For student protocols) & Date

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TO BE COMPLETED BY IRB

Date Received _____

Comments:

IRB APPROVAL _____ DATE: _____