When Should I Submit an Amendment?

After a study has been approved by the IRB, an Investigator should submit an Amendment Application when planning to implement any changes. Regardless of how minor or benign the proposed change might seem any change in a protocol must be approved by the IRB BEFORE the Investigator implements it.

Common examples requiring an Amendment Application:
- Changing or adding an instrument/measure to the protocol
- Changing or adding recruitment methods or recruitment materials
- Changing or adding informed consent documents
- Adding or removing a Co-Investigator or research personnel
- Adding a research site
- Increasing the sample size
- Adding planned research activities not included in the previously approved proposal

An Investigator should **not** wait until it is time to submit a Continuing Review Application to submit an Amendment. An Amendment can be submitted at any time.

A direct, online submission link to the amendment application is available on the “Forms” section of the IRB website:

[https://research.utexas.edu/ors/human-subjects/irb-forms/](https://research.utexas.edu/ors/human-subjects/irb-forms/)

Also available on this page is the Amendment Summary Form, which is now required for all amendment submissions.

If the initial application was determined to meet the criteria for exemption from the regulations, contact your Program Coordinator or ORS to verify if an Amendment Application is required.

New ORS Website

The Office of Research Support has recently updated the look and layout of our website to improve usability and better serve the research community. We advise updating any bookmarks or links as content may have been moved. If you cannot find what you what you need using the search feature, please contact us and we will be happy to help.

You can visit the new site by following the link below:

[https://research.utexas.edu/ors/](https://research.utexas.edu/ors/)