University Teaching and Research Ethics Committee (UTREC)

Ethical Amendment Application Form (Simple)

Note: this page contains meta data about your research which is subject to audit and monitoring

This form requires use of Microsoft Word desktop version (available via [IT Services](https://www.st-andrews.ac.uk/itsupport/o365/))

 Version 2021-22 1.0

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| --- | --- | --- | --- |
| Original approval code: |  | Original approval date: | dd/mm/yy |
| Original Project Title: |  |
| Amended Project Title (if applicable): |  |
| Original applicant name(s): |  |
| School/Unit: |  | Supervisor: |  |
| Email: | email@st-andrews.ac.uk | Date submitted: | Click or tap to enter a date. |

|  |
| --- |
| **Simple amendments**Simple, non-substantial [amendments](https://www.st-andrews.ac.uk/research/integrity-ethics/humans/applications/ethical-review/amendment/) which do not alter or bring any additional ethical considerations should be recorded but do not require ethical review. Check the boxes if any of the following apply to your application: |
| 1. addition or removal of researchers (if yes, add details below)

Note – ensure all researchers have any clearances required, such as PVG/DBS. |[ ]
|  |  |
| 1. addition or removal of research or recruitment sites or locations (if yes, add details below)

Note - ensure you have obtained risk assessments and permission to access sites, if required. |[ ]
|  |  |
| 1. minor changes to study documents such as spelling and grammar, correcting errors, or updates to contact details to reflect changes in the research team (if yes, briefly summarise below and attach copies).
 |[ ]
|  |  |
| If you have checked any of these then review the following statements. * These are the only changes requested
* These changes do not alter or add to the ethical considerations as described in the original application

If these **all** apply, check the box. Otherwise, use the [ethical amendment application form (full)](https://www.st-andrews.ac.uk/research/integrity-ethics/humans/applications/ethical-review/amendment/).  | [ ]  |

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| --- | --- | --- | --- |
| **Applicant signature** |  | **Date** | Click or tap to enter a date. |
|  |
| *Office Use Only - when entering into the database copy any details provided here into the project description field and enter ‘none’ into the ethical considerations field.*  |  |

**Ethical Amendment (Simple) – Document Checklist**

Please ensure that you have included copies of any of the documents listed below, if those documents are part of the project paperwork and have been amended, even if only slightly.

For online research you may include relevant screenshots or excerpts of text instead of forms.

**If all relevant documents are not included, your amendment application will be returned without review.**

|  |  |
| --- | --- |
|  Ethical Amendment Application Form (Simple)  | **Click to select** |
| Amended advertisements (online/paper) | **Click to select** |
| Amended letters to parents/guardians/children | **Click to select** |
| Amended Participant Information Sheet | **Click to select** |
| Amended Participant Consent Form | **Click to select** |
| Amended Participant Debriefing Form | **Click to select** |
| Amended external permissions: forms / emails / NHS approvals (in full) | **Click to select** |

Please list below any other documents that are included with this application:

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| **Submission guidance:** To submit your application, it must be sent to your [School Ethics contact](https://www.st-andrews.ac.uk/research/environment/committees/sec/):* Electronic form (.doc, .docx, .pdf) is the preferred submission format for Ethics Applications, as it allows for easy transferral of text to the database
* If you submit a scanned copy of a handwritten or typed form, or a hardcopy, please email your School Ethics administrator with a typed version of the Cover Sheet (first page).

**Signing the form:*** Creating an electronic signature is straightforward – sign a piece of blank paper, take a photo i.e. with a smartphone, copy and paste the image into the signature box and resize it as necessary
* If you wish to physically sign a hardcopy, please follow the guidance above on submission requirements
* If you choose to type a signature:
	+ email the form to your School Ethics administrator from your @st-andrews.ac.uk email address to confirm your identity.

Under **no circumstances** should this form, or supplementary documents, contain identifiable information about your participants i.e. completed consent forms. |