RCM Research Ethics AMENDMENTS FORM

For research involving human participation

# **Checklist**

Your amendments should consist of:

1. RCM Research Ethics Amendments Form signed by the corresponding researcher and supervisor

2. Your original application

If they have changed since the approved application:

3. Revised Participant Information Sheet(s), with track changes

4. Revised consent form(s), with track changes

5. Revised data collection materials (if you ticked Box A in your original application) OR revised project information and ethical considerations (if you ticked Box B in your original application), with track changes

An electronic copy of the submission, formatted into a single file, should be sent to the Research Ethics Committee Secretary, Lisa Hall (lisa.hall@rcm.ac.uk) with the subject: Application to RCM REC Amendment Your Surname

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| --- | --- |
| Status of researcher: | EXTERNAL / STAFF / STUDENT *(delete as appropriate)* |
| Title of project: |  |
| Anticipated start date and duration of project: |  |
| Name(s) of researcher(s): |  |
| Email of corresponding researcher |  |
| Name(s) of supervisor(s), line manager or head of department: |  |
| Email of corresponding supervisor, line manager or head of department: |  |
| Date: |  |

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| **Amendments**Please fill in the minor **or** major amendments sectionsIf there are any changes that raise new ethical issues, fill in the major amendments section. |
| **Minor amendments**The amendments raise no new unaddressed ethical issues. e.g. unforeseen logistical issues require changes in, for example, data collection location (e.g. a survey will be sent to a different university or focus group needs to be replaced with separate interviews).  |
| **Description of minor amendments***Please explain your proposed amendments and signpost changes in the documentation* |
| **Major amendments**The amendments raise new unaddressed ethical issues.e.g. the age range of participants now covers infants or children under the age of 18, questions are added that explore mental health issues in a project that did not touch on this area before, you propose to collect data from another conservatoire in the UK (in which case your application would need to be submitted to the CUK REC).  |
| **Description of major amendments***Please explain your proposed amendments and signpost changes in the documentation* |