

**Institutional Review Board (IRB) Resource Guide**

**Submitting a Revision to an Approved Study**

\*\* If you want to make any changes to your approved study **you must resubmit** F**orm 1** that was originally approved. In Form 1 you will identify any changes or additions to your previously approved study and add the changes to the appropriate sections under the subheading: **FOR REVISIONS TO APPROVED STUDIES ONLY** .

\*\* If you want to add new instruments, new sites, add additional participants with different criteria, or increase your target sample size you will need to identify these changes in Form 1 that was previously approved.

\*\* You can always do less than what you have included in your approved application without submitting a revision. When you change or add new tasks or steps is when you need to seek re approval.

* 1. Add the new changes/additions under the appropriate subheadings. Under each subheading you will see this statement: **FOR REVISIONS TO APPROVED STUDIES ONLY: This is where your new changes will need to be added then highlight the new changes in yellow** *(this is why you do not delete instructions on the form as it may be necessary to resubmit if changes are needed.)*
  2. The review process will take about 72 hours.
  3. Once it has been reviewed you will receive an approval letter.