**Reed College**

**Institutional Review Board (IRB)**

**NOTE: *This document is a protected fillable form. Please use Microsoft Word to complete this form****. Microsoft 365 is available to Reed students, faculty, and staff at no additional cost. Visit* [*https://www.reed.edu/cis/help/office.html*](https://www.reed.edu/cis/help/office.html) *for more information. If you have trouble editing this form, please contact Kayla Johnston at johnstonk@reed.edu.*

**IRB Protocol Addendum Coversheet**

Project Title:

Addendum Submission Date:

Original Submission’s **Approval Date**:

Name of Primary Investigator:

Department:

Faculty Advisor (if student is primary):

Faculty Email Address (if student is primary):

**If you are a student, please note that your faculty advisor is expected to review a finalized draft of your addendum and all addendum materials in advance of submission, and you should incorporate your advisor’s feedback. Once submitted, the proposal will be forwarded to your faculty advisor for an electronic signature of approval, and then it will be sent to the lead reviewer of your original protocol for review.**

**A. Proposed Changes (required for all addenda)**

Please mark all of the following that apply to this addendum:

[ ]  Changes to the investigators and/or academic advisor

[ ]  Changes to recruitment methods and/or recruitment materials

[ ]  Changes to the participants

[ ]  Changes to interview procedures, surveys, or questionnaires

[ ]  Changes to a behavioral intervention protocol

[ ]  Changes to a research protocol that alter the level of risk to human subjects

 If yes, have you reevaluated the category of review to align with the risk level?

[ ]  Changes to research funding or sponsor status

 If yes, please explain:

**B. Multi-Site Research and External Collaborative Research Only:**

Please indicate whether the following apply to your addendum:

[ ]  Changes to location of study (e.g., addition of external research sites)

 If yes, is approval required by these sites, and has it been sought?

[ ]  Addition of external non-Reed collaborator(s)

If yes, please list name, institution, contact information, and upload a copy of their CITI training certificate with the addendum document:       Please also contact the IRB chair and administrative coordinator to determine whether a reliance agreement with the collaborator’s institution is required.

**C. Addendum Summary: (required for all addenda)**

Please describe the additions/changes to your original IRB proposal and explain the rationale for them.

**D. Addendum Upload Instructions (required for all addenda)**

Click on the “Addendum” link within your original protocol in the IRB portal. Upload a copy of all documents that include proposed changes.

All addenda must include (please upload in this order):

1. This addendum coversheet
2. A copy of your original submission that has been updated to reflect the proposed changes for this addendum. Highlight all changes.
3. Submit all documents that have been revised and/or added, and highlight the section(s) in the forms that have been changed. Be sure to revise your consent templates as needed to reflect all additions and changes.

**IRB PORTAL NOTE:** Select all addendum documents for upload to the IRB portal **BEFORE** clicking submit. As soon as you click submit in the IRB portal, the addendum will be “locked” on the investigator’s side and the portal will automatically send the documents to the academic advisor for approval and then to the lead reviewer for review. You will not be able to make any changes after you click the submit button.