# Cape Breton University Research Ethics Board Minor Amendment Application Form.

## Applicant Information

Name:

Email:

Project Title:

Protocol number:

Supervisor (if applicant is a student):

This form is for submission of minor amendments to an already existing and approved CBU Research Ethics Board protocol. A minor amendment is a change to the research project that **does not**:

* fundamentally change the project’s participant population,
* affect or change the existing method of data collection,
* elevate levels of risk for participants, or
* reduce expectations of privacy.

Please note that if your amendments involve changes to any of the above listed aspects of the research project, you must submit a major amendment. Major amendments to protocols must undergo the regular REB review process. A description of all changes must be added directly into the previously approved REB application with all new information clearly highlighted. Please submit major amendments to ethics@cbu.ca.

The following amendments or changes to the protocol are considered major, and do not qualify as minor amendments.

* If the amendment affects or significantly alters the project’s participant population as defined in the existing, approved protocol.
* If the amendment requests changes to the method of data collection.
* If the amendment includes the addition of jurisdictions that require their own research ethics approval, such as indigenous communities, schools, and hospitals.
* If the amendment changes participants roles (i.e., what participants are consenting to) or the informed consent process of the project.
* If the amendment introduces changes to risk or a new potential risk or harm to the participants.
* If the amendment results in the removal of anonymity or confidentially, and the previously approved protocol stated that anonymity or confidentially will be maintained for participants.

For minor amendments, please follow the instructions below and submit the completed form to ethics@cbu.ca. Minor amendments are reviewed as they are received rather than according to the monthly REB submission deadline.

If you unsure about whether your amendment qualifies as minor or major, please contact Jared Walters, REB Coordinator at ethics@cbu.ca

## Please provide a detailed description of the proposed minor amendments to the approved research protocol. Please attach any relevant supplemental material (e.g. new survey questions, new recruitment material, new informed consent letter, etc.).

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