**HOUSTON CHRISTIAN UNIVERSITY**

**INSTITUTIONAL REVIEW BOARD**

# PROPOSAL MODIFICATION FORM

The following format is to be used in modifying your approved research proposal. Email this completed form to the Institutional Review Board (IRB) at irb@hbu.edu. The faculty member in charge of the research project must be the one to email the completed modification form to irb@hbu.edu. Please use the following template and respond to each of the questions, creating an electronic file that can be emailed to irb@hbu.edu.

Based on the modifications, a subsequent review by the IRB may be necessary. In such an instance, the researcher(s) will be notified by the IRB chair.

1. Title of proposal and date of IRB approval
2. Name, address, and phone number of primary investigator or faculty supervisor
3. Department of approved proposal
4. Student/Research Assistant or Investigator(s) name(s)
5. List of all Dissertation or Thesis Committee Members
6. Please answer the following questions:
	1. How is the current research proposal different from your approved proposal? Please provide details and when necessary, include any new and/or modified forms, surveys, or questionnaires related to the research.
	2. If applicable, describe any new and/or modified psychological and/or physiological stimuli or interventions and the means used to administer these stimuli or interventions. Indicate the steps that will be taken to assure the proper operation of the equipment used to administer stimuli. Give particular attention to prevention of accidental harm or injury to the subjects.
	3. If applicable, describe any new and/or modified level of risk to which the subjects will be exposed by participating in this study. If the proposed research exposes the participants to any level of risk, attach a detailed description and justification for the risk.
	4. If applicable, is there any new and/or modified deception of the subjects that will be involved? If so, what is its rationale, its necessity, and why is the research so important as to justify its use? Are there modifications to this research that would allow for genuine informed consent?
	5. If applicable, describe any new and/or modified expected behaviors of the subjects and the behavior of the investigator during the study. This must include a written statement of what is to be read to, or said to the subject concerning the study.
	6. If applicable, describe any new and/or modified debrief methods applied to the subjects and the mechanism for alleviation of stress or psychological harm that may derive from participation in this study.
	7. Describe any new and/or modified methods for storing or accessing the data.

NOTE: A research proposal by graduate and undergraduate students must have the following statement signed by a faculty supervisor:

“I have examined this completed form and I am satisfied with the adequacy of the proposed research design and the measures proposed for the protection of human subjects. I will take personal responsibility for the safekeeping of all raw data (e.g., test protocols, tapes, questionnaires, interview notes, etc.) in a College office or computer file.”

*\*Actual signatures are required*

Signature and Title of Faculty Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Investigator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_