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| **Research Project Overview:** |
| **Application Tracking #:** | Click or tap here to enter text. |
| **Status of Change:** | [ ]  Proposed Change only[ ]  Emergency Change made to eliminate apparent immediate hazards to a subject |
| **Study/Project Title:** | **Insert your descriptive title as written on your approved Research Study Plan** |
| **Principal Investigator:** | **Name (First Last)**Email: xxx@xxx.xxxPhone: (xxx)xxx-xxxx |

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| **Change Request:** |
| <Clearly describe the requested change and indicate what prompted the request (i.e., sponsor-requested changes, researcher’s assessment of need, etc.) as well as whether the change necessitates revision of the consent documents.* Make modifications to all impacted documents (i.e., consent/assent forms, recruitment letters or ads, revised study plan, questionnaires, etc.) with changes clearly highlighted.
* When the change involves a request for additional subjects, indicate the number of additional subjects for which approval is requested.
* When the change involves a change in the Investigator, Advisor, or other research staff/collaborators, please provide contact information for all new personnel, as well as any relevant degrees and qualifications.>
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| **Modified Attachments:** |
| [ ]  Research Study Plan[ ]  Informed Consent[ ]  Recruitment Letters/Ads[ ]  Questionnaires[ ]  Other (describe): Click or tap here to enter text. |

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| **Review Process**  |
| **Submit this Change Request Form and associated attachments to the IRB Chair at** **IRB@Milligan.edu****.**Your requested changes will be reviewed by the same method in which the study was first reviewed (Limited, Expedited or Full Review), unless the change associated with research that underwent a Full IRB Review is deemed minor and qualifies for an Expedited Review. The IRB staff will route changes for review through the most rapid means possible and will provide an update as to the status of this request when confirming receipt of the form. |