



**Instructions:**

- Please provide the description of change in the narrative section and provide/attach the supporting material. Ex. evidence/method of the procedure (recruitment method, script, survey, instrument, questionnaire, sampling technique...etc.).
- If a new investigator is added, please provide a copy of the CITI graded completion reports, FCOI and signed Signature Assurance form.
- Please convert all docs to pdf and submit as **one** merged/consolidated pdf.

Memo example below.

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To: Institutional Review Board (IRB)

From: PI Name

Reason: Amendment (#1, 2, 3...etc.) to protocol 20XX-XX

Narrative:

Dear IRB this is a formal request to submit an amendment for protocol 20XX-XX.

The amendment seeks to change the following:

- Insert the description of change(s) here.
- Attach supporting materials.

Thank you,

PI Name