

## REB Guidance and Information Document

<b>Document Number</b>	<b>REB.INFO.405</b>
<b>Title</b>	Modification Request
<b>Effective Date</b>	May 2022
<b>Next Review</b>	2027
<b>Next Administrative Review</b>	2024

### 1) Purpose

The purpose of this documents is to outline the process for obtaining clearance for modifications to approved protocols from the Research Ethics Board (REB).

### 2) Definitions

a) See the MSVU **REB Glossary of Terms (REB.INFO.001)**

### 3) Notice to Researchers

The information in this document is for information and guidance purposes only. Each research study poses unique properties and/or situations that may require additional or different guidance than what is presented in this document. The information in this document is meant to provide general situational advice and does not constitute research ethics compliance in absolute form. If you have any questions, please contact [ethics@msvu.ca](mailto:ethics@msvu.ca) .

### 4) Guidance/Information/Procedures

a) Any changes made to already approved (MSVU REB-cleared) research protocols, related documents, appendices, or tools/instruments must be approved by the REB prior to their implementation.

b) To request a review of proposed changes, the researcher must complete and submit to the REB the Modification Request application form.

c) Minimal risk applications shall normally be reviewed by the Chair or Vice-Chair of the REB.

i) Initial review of the modification request and comments to the researcher are normally provided within five (5) business days.

d) For modification requests on projects that exceed minimal risk, the REB Chair may appoint additional reviewers from the REB.

- i) Initial review of the modification request and comments to the researcher are normally provided within five (5) to 10(ten) business days.
- e) If the modification request alters the original risk level of the already-cleared protocol, the REB Chair may appoint additional reviewers from the REB.
  - i) Initial review of the modification request and comments to the researcher are normally provided within five (5) to 10(ten) business days.

5) **Related Documentation**

- **REB.FORM.002**

6) **Modification History**

INFO Number & Version	Key Changes	Effective Date
REB.SOP.405	The original SOP (REB.SOP.113) was converted to a guidance document - REB.INFO.405. Title changed to reflect “modification” vs “Change to Protocol”. Document is updated to reflect current policies and procedures. Minor revisions for clarity.	May 2022
REB.SOP.113	Minor Changes; moved to stand-alone SOP	January 2012
Section 9	<i>Section 9 - Policies &amp; Procedures: Ethics Review of Research Involving Humans</i>	2000