Amendments

It is the policy of both the ETSU IRB and the ETSU/VA IRB to review all requests for modifications to any previously approved research study (including exempt studies) to determine if the change will alter the risk/benefit ratio of the study. A complete description of the modification must be received prior to review. Modifications may include, but are not limited to, protocol amendments, changes in the number of subjects, changes in the informed consent, etc. All requested changes in the conduct of a study and/or changes to study documents must be approved by the IRB prior to implementation of that modification. The only exception is a change necessary to eliminate apparent immediate hazards to the research subjects [21 CFR 56.108(a)(4)]. In such a case, the IRB will be promptly informed of the change following its implementation (within 10 working days) and will review the change to determine that it is consistent with ensuring the subject’s continued welfare. IRB members with a conflict of interest may provide information requested by the IRB, but may not participate in the deliberation or vote of the IRB on the involved modification.

Modifications Requested by Sponsor

If the modification is requested by the sponsor, a copy of any pertinent correspondence from the sponsor must be submitted with the Modification Request Form. In addition, investigators must submit any proposed revised documents with the Modification Request Form.

Reconsenting/Notification of Participants

If the modification warrants changes to the informed consent document, the investigator must address whether the information needs to be communicated to currently or previously enrolled participants, and if so, how it will be communicated. This may be accomplished by using an addendum to the initial ICD or by re-consenting the subject using the modified ICD. While the investigator is responsible for making the initial decision regarding any necessary document changes, the IRB will make the final determination of whether the modification requires a change to the ICD or other study documents. The IRB will also make the final determination of the necessity of re-consenting of currently enrolled participants or notification of participants who have completed research interventions.

Minor Modifications

The initial request as to whether a modification alters risks to the participants is made by the Principal Investigator. The modification is received by the Coordinator and presented it to the Chair for his/her review. The Chair is responsible for evaluating the
change in procedures and risks, and determining whether full IRB review of the modification is necessary.

Proposed changes for previously approved research that are classified as minor modifications may be reviewed and approved in an expedited manner by the IRB Chair or, in the case of the Chair’s absence or conflict of interest, his/her Designee. The designee should be one or more experienced reviewers designated by the chairperson from among the IRB membership. Examples of minor modifications may include, but are not limited to, the following:

⇒ Administrative changes, such as correction of typographical error(s)
⇒ Revision of phone number(s)

Non-Minor Modifications

When a modification is determined to be non-minor, the Chair or his/her designee serves as a primary reviewer. The IRB Committee receives a synopsis of the primary reviewer’s findings at the convened meeting. The IRB must review and approve changes at a convened meeting* before changes can be implemented (*meeting at which a majority of the members are present, including at least one member whose primary concerns are non-scientific). At the Chair’s discretion, the Principal Investigator may be required to present the non-minor modification to the convened board.

Examples of non-minor modifications may include, but are not limited to, the following:

⇒ Change in protocol procedures, such as increasing the number of times a test is performed or adding additional procedures
⇒ Deletion or decrease in tests performed as part of safety evaluations
⇒ The addition of serious unexpected adverse events or other significant risks to the ICD
⇒ Changes, which, in the opinion of the IRB Chair or his/her Designee, do not meet the
definition of a minor modification
⇒ Any change that increases the risk of the study

Exempt Research

Any changes in an exempt study must be submitted to the IRB for approval prior to initiation of the change. The IRB Chair will determine if the modification renders the study ineligible for continuing exempt status; and if so, the modification will not be approved. The investigator will be notified in writing that he may withdraw the
modification request and continue the study as previously determined to qualify under exemption guidelines or submit the study for appropriate review and approval through an expedited or full board review.

**VA Studies**

For VA studies, PIs must submit modification requests on the VA Modification Request Xform., which routes through the VA before IRB review. The VA R&D Office electronically signs the modification request xform to document their review. Any change in authorized prescribers of the investigational drug requires the submission of a revised 10-9012.

**Changes in Study Sites or Investigators**

Changes in study sites, investigators or revisions in study staff must also be reported to the IRB. These may require a cover letter, or, as applicable, a revised protocol. In the case of a change in the principal investigator, if at all possible, the letter should be signed by the investigator who holds the approval. The newly assigned investigator of a full review study however, must show proof of having obtained required education and submit a current CV for the purpose of assessment of qualifications. If the PI is unknown to the IRB, the PI must also attend a convened IRB meeting. The change will be noted in the minutes.