ACMS IRB Amendment Form

|  |
| --- |
| **Submission Guidelines** |
| 1. Changes to the original submitted softcopy of the Application Form and other documents are to be indicated in tracked changes.
2. For the submission, the file name should be in the following format “ACMS REC Amendment V1 [YYYY-MM-DD] ([PI’s Institution Initials])\_TC” (e.g. **“ACMS REC Amendment V1 2019-01-01 (SNH)\_TC”**).
3. The Principal Investigator (PI) should ensure that the application form and all supporting documents are duly completed and submitted. Applications will only be processed by the ACMS IRB upon complete submission.
4. The right footer must indicate the version number and date (e.g. Version 1 dated dd/mm/yyyy) of the document being submitted.
5. **Text formatting\*:**
* Headings : Arial, font size 12, Bold, All caps
* Sub-headings : Arial, font size 11, Bold
* Text (Description) : Arial, font size 11
* Line spacing : 1.0

|  |  |
| --- | --- |
| **Document** | **Format** |
| REC Amendment Form | Word AND PDF (with e-signature, with tracked changes and scanned in full colour) |
| * Participant Information Sheet and Consent Form (if there are amendments)
* Supporting documents (if applicable and if there are amendments):
	+ Questionnaires / Survey Forms / Interview Guides
	+ List of variables to be extracted from medical records database
 | Word with tracked changes |
| All other supporting documents (if applicable and there are any updates/amendments) (e.g. CITI certificates and CVs of all PIs and Co-Is, copy of grant award letter, recruitment flyers) | PDF |

1. **Softcopy submission**

Submit the tracked changes copy of the amendment form and any supporting documents to: research@academycms.org  |