![NICOLA BRAND TAGLINE COLOUR[1]]()

**PROPOSAL AMENDMENT FORM**

**GUIDELINES FOR AMENDING AN APPROVED PROPOSAL**

Should you wish to make an amendment to an approved study, you will need to submit a proposal amendment form which will be considered by the NICOLA Data Access Committee.

You will be required to submit a proposal amendment form if any of the following circumstances occur during the course of the approved project:

* *Significant extension of research scope*
* *Change to the researchers accessing the data, additional researchers being added to the proposal*
* *Change in institution/affiliation of any researcher*
* *Any additional data or samples required*
* *Change in funding source*
* *Change in method of analysis*

**Please note, you do not need to submit your original research proposal again unless there are significant changes to the original proposal.**

For amendments requesting additional samples or data, material transfer agreements and data transfer agreements will be updated appropriately.

Requests for proposal amendment are normally considered within 28 days of submission.

**SECTION 1: PROJECT DETAILS**

|  |  |
| --- | --- |
|  |  |
| NICOLA Proposal Reference Number |  N |
| Title of project |  |
| Name of Principal Investigator (or supervisor for PhD students): |  |

**SECTION 2: AMENDMENT DETAILS**

|  |
| --- |
|  Type of amendment: (please tick as appropriate) |
|   Significant extension to research scope Change to researchers accessing the data  Additional samples required Change in funding source Additional data required Change to method of analysis  Addition of researchers to the proposal Other  Change in institution / affiliation  |
|   Details of the amendment (please provide further details below of each type of amendment requested).  |
|    |

|  |  |
| --- | --- |
| *FOR OFFICE USE ONLY:*  |  |
| *Date amendment received:* |  |
| *Amendment reference number:* |  |
| *Date amendment approved:* |  |