

When do I need to submit a change in protocol request?

Change in protocol (CIP) requests are required when researchers plan to make certain changes to IRB-approved studies. Even if a study has received a conditional approval and is still awaiting complete IRB approval, researchers must follow the CIP request procedures. Included below is a list of changes requiring IRB review and approval prior to implementation **and** a list of changes that do not require IRB approval.

Researchers must submit a change in protocol request and receive approval for the following changes:

- Increasing the number of planned participants listed on the approved IRB application (This is often necessary due to a low initial participation rate.)
- Adding an instrument (survey, interview, etc.)
- Adding questions to an instrument
- Changing a data collection form to make it easier for subjects to read
- A change in principal investigator (PI)
- Changes in personnel other than the PI for expedited or full-review studies
- Adding an additional study/field site
- Changes in the objective of the study as originally submitted and approved by the IRB
- Changes which increase risk to the subjects such as those resulting in greater discomfort or in a greater degree of invasiveness

Researchers do not need to submit a change in protocol request and receive approval for the following changes:

- Decreasing the number of planned participants
- Removing an instrument
- Removing questions from an instrument
- Using smaller focus groups due to participant scheduling conflicts
- Eliminating a study site
- Utilizing a survey platform (e.g., SurveyMonkey, Qualtrics, etc.) different from what was listed on the IRB application
- Utilizing data analysis software different from what was listed on the IRB application
- Changing the title of a study (If a title change occurs due to study changes that necessitate a CIP, researchers must list the title change on the CIP form.)

How do I submit a change in protocol request?

- 1) Complete the CIP form attached to your IRB approval email or located on the IRB Applications and Templates [webpage](#). DO NOT revise and return your approved IRB application.
- 2) Make any CIP-necessitated changes to your study documents (i.e., recruitment, consent, and instruments).
- 3) Submit the CIP form, all revised study documents, and any new information (e.g., additional instruments, recruitment, or consent forms and/or site permission documentation) by email to irb@liberty.edu as attachments.
- 4) Please contact the IRB at irb@liberty.edu if you have any questions.