



## Guide to Submitting an Application for an Amendment

1. Researchers must complete the *Application Form for an Amendment to an Approved Research Project* and submit it to the Research Governance & Ethics Officer.
2. All requests for amendment must be accompanied by an approval letter from a NSW Health Lead HREC or NHMRC Certified HREC, where applicable.
3. All changed documents must be submitted with tracked changes and include a revised version number and date. Where the amendment includes changes to a Participant Information Sheet & Consent form a copy of the revised document must also be submitted by email in a Word compatible format.
4. The following documents must be submitted:
  - 16 copies of the *Application Form for an Amendment to an Approved Research Project*
  - 16 copies of any revised document with tracked changes
  - 1 copy of any revised document as a final copy
  - 16 copies of a Summary of Changes where an amendment includes revisions to a clinical protocol or investigator's brochure
  - 1 copy of a final clinical protocol or investigator's brochure where an amendment includes revisions to these documents
5. All supporting documentation for an Application for an Amendment must be submitted to:

Research Governance & Ethics Officer  
Sydney Adventist Hospital  
185 Fox Valley Road  
Wahroonga NSW 2076

For further information please contact the Officer on (m) 0417 042 300 or [ethics@sah.org.au](mailto:ethics@sah.org.au).