



IRB 360

NEWSLETTER

ISSUE 2023/06

Connecting Research with Ethics

What are **AMENDMENTS**?

Should there be any **modifications** to your IRB-approved protocols, PIs and study teams are required to submit an **amendment** to the IRB for review and approval **before** effecting the change.



Any deviations from an approved protocol without prior approval are considered **Non-Compliances/Protocol deviations**. If the study **is under the scope of the Human Biomedical Research Act (HBRA)**, such deviations are considered **contraventions** and reportable to the relevant authorities.

EXCEPTIONS to the Amendment Requirement

To ease the burden on PIs, the requirements for amendments have **recently been relaxed**. The following now do not require an Amendment submission:



Correction of typographical and/or grammatical errors that do not change the overall meaning of the text.



Changes to colour palette (or artistic design) of recruitment materials – e.g. flyer's background colour.

This info is now available on our IRB Guidelines [webpage](#).

Tips for faster **APPROVALS** of your Amendments in ERMP

- Delete previously approved changes in 'Amendment' tab.
- Answer compulsory questions i, ii, iii in 'Amendment' tab.
- Update the relevant tabs that are affected by the change, e.g: increase in target sample size → reflect the new target number in 'Human Subjects Information' tab.
- Attach relevant files of the changes requested, e.g: additional personnel → attach his/her brief CV and CITI training.
- Upload new files of the current amendment into the Amendment tab **ONLY** (no need to attach the same files again in another tab): Track changes or yellow highlight the changes in the files.
- Do **NOT** delete previously approved documents.
- Refresh CITI training requirements if expired.



Stay tuned for our next newsletter to learn more!

To subscribe to our mailing list and for further queries, please write to IRB@ntu.edu.sg

Brought to you by:
Research Integrity and Ethics Office (RIO)

Refer to our website for more information on IRB Guidelines [here](#).

