**Guidance**

[](http://www.google.co.uk/url?url=http://cliparts.co/warning-icons&rct=j&frm=1&q=&esrc=s&sa=U&ved=0ahUKEwio1dHRvazNAhUqKsAKHZn8Co8QwW4IIDAF&usg=AFQjCNHRAGbmphtyJeuto0cj_diWb1aORw)You must obtain your Sponsor’s approval before either implementing any changes or notifying other review bodies ie, NHS REC and NHS R&D.

Send a copy of the amendment tool (downloaded from IRAS) and your updated or new documents to [researchgovernance@abdn.ac.uk](mailto:researchgovernance@abdn.ac.uk) for Sponsor approval and categorisation of the amendment.

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| **Amendment number** | **Document title** | **Previous version number and date** | | **Revised version number and date** | | **Classification and Date of approval by sponsor** | | | **Amendment Category A/B/C** | **Bodies to which amendment has been submitted** | | **Approval/ Implementation Date** |
| **Version** | **Date** | **Version** | **Date** | **Substantial** | **Non-Substantial** | **Non-Notifiable** |
| 001 | Protocol  Participant information sheet | 1  1 | 10/10/17  10/10/17 | 2  2 | 01/12/17  10/12/17 |  |  |  |  | REC |  | 14/01/18 |
| R&D |  | 20/01/18 |
| Date:  24/12/17 | Date:  N/A | Date:  N/A | PBPP |  | 20/03/18 |
| Other (specify) |  |  |
| 002 | Protocol  Participant information sheet  Health Questionnaire | 2  2  1 | 10/10/17  10/10/17  10/10/17 | 3  3  2 | 04/04/18  04/04/18  04/04/18 |  |  |  |  | REC |  | 04/05/18 |
| R&D |  | 05/06/18 |
| Date:  07/04/18 | Date:  N/A | Date:  N/A | PBPP |  | 10/08/18 |
| Other (specify) |  |  |

Example:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Protocol Title** | |  | | | | | | | | | | | |
| **Chief Investigator** | |  | | | | | | **IRAS Number** | | |  | | |
| **Amendment number** | **Document title** | **Previous version number and date** | | **Revised version number and date** | | **Classification and Date of approval by sponsor** | | | | **Amendment Category A/B/C** | **Bodies to which amendment has been submitted** | | **Approval/ Implementation Date** |
| **Version** | **Date** | **Version** | **Date** | **Substantial** | **Non-Substantial** | | **Non-Notifiable** |
|  |  |  |  |  |  |  |  | |  |  | REC |  |  |
| R&D |  |  |
| Date: | Date: | | Date: | PBPP |  |  |
| Other (specify) |  |  |
|  |  |  |  |  |  |  |  | |  |  | REC |  |  |
| R&D |  |  |
| Date: | Date: | | Date: | PBPP |  |  |
| Other (specify) |  |  |

*Add a new row for each amendment.*