



2025-26 Application to Conduct Research Change/Renewal Request Form

No research-related activities may continue beyond the expiration date of the Research Notice of Approval (R-NOA) unless an official change/renewal has been granted. A Change/Renewal Request Form must be received 45 days prior to the R-NOA expiration date to ensure adequate review time. As agreed to and signed within the Research Request Form, an Executive Summary or Abstract is still required. It must be submitted no later than 45 calendar days after completion of the study or expired R-NOA. OCPS will communicate its determination regarding change/renewal status to the Principal Investigator (PI).

Principal Investigator Name: _____

Title of the Research Study: _____

Study ID #: _____ Original R-NOA date: _____ Original R-NOA expiration date: _____

Briefly describe changes requested in the text box below. Attach all supporting documentation such as revised consent/assent forms or new personnel lists. If applicable, include a copy of your renewed IRB approval letter from the sponsoring institution for any change in the research protocol.

Examples of possible change requests:

- *Change in consent/assent or change in manner in which consent/assent permission is obtained*
- *Change in duration of study or time of participation*
- *Change in number of participants*
- *Change in exclusion criteria (e.g., type of participants targeted)*
- *Change in recruitment materials or procedures*
- *Change in compensation or incentives*
- *Use of a new study site*

NOTE:

If there is a change in key personnel for the study, please attach the following:

- **On a separate sheet include name(s) of researcher(s) and their employer and job title. (Security clearance is required when accessing OCPS students/staff/families.)**

If there is a change in the principal investigator/researcher, please attach the following:

- Letter of explanation signed by the original PI with an updated IRB approval letter appointing the new PI from the **sponsoring institution for any change in the research protocol, and institutional authority.**
- Documentation of qualifications of new principal investigator/researcher including:
 - ✓ Curriculum Vitae
 - ✓ Proof of CITI training

Please sign and email to research@ocps.net.

Principal Investigator/Researcher (type or print)

Date

Principal Investigator/Researcher signature

If you have any questions, please contact the Research department by email research@ocps.net or phone 407.317.3370.