

**SUNY Downstate IRB & Privacy Board**

**FORM 20-B2B: Application for Amendment - STAFF CHANGES ONLY**

(Version 09.01.2021)

**Instructions:** 1) Open form in Adobe Reader. 2) Use Fill & Sign tool to complete. 3) Confirm any preformatted fields are correct. 4) Save file. 5) Submit completed form to IRB.

*Note: Free Adobe Reader available at: [www.adobe.com](http://www.adobe.com)*

**Section 1: General Information:**

A. IRBNet Number:

B. Protocol Title:

C. Indicate type of change(s):            Adding staff                            Removing staff

D. PI\* Name and Degree

*\*Note: Provide "Principal Clinician" for HUD for clinical use and expanded access projects.*

E. PI Department/College

F. PI Status

When applicable, include information about a \*\*Co-PI (optional) below:

*\*\*Note: If more than one Co-PI, attach separate sheet with the additional information*

G. If applicable, Co-PI Name and Degree:

H. If applicable, Co-PI Department/College:

I. If applicable, Co-PI Status

J. Additional contact person (Name, E-mail, phone #, and role, e.g., Research Coordinator):

**Section 3: Study staff:** For guidance on **IIA** and **IRA**, see Step 5 of the IRB submission website.

*REMINDER: Include ALL study staff to be approved by the Downstate IRB on IRBNet Registration Form.*

**A. ADDING** Investigators who are members of the **Downstate Workforce**:

**B. ADDING** Kings County investigators who are NOT part of the Downstate workforce:

**C. ADDING** External Investigators with an **Individual Investigator Agreement (IIA)**:

**D. ADDING** External Investigators obtaining oversight from the Downstate IRB through an **IRB Reliance Agreement (IRA)**:

**E. ADDING** Name(s) of investigators who are an “**Investigator for the purpose of COI reporting**”: *(NOTE: Always include any NEW PI/Co-PI)*

**F. ADDING** Name(s) of investigators and/or study staff who will aid the shipment of specimens, dangerous goods, or hazardous materials:

**Section 4: List the names of those who are no longer a part of the study team:**

**Section 5: Summary of Proposed Changes**

*REMINDER: If documents require amended changes, submit an "Application for Amendment" form.*

A. Why are the changes needed?

B. What are the responsibilities of each new study team member?

C. Check if N/A; otherwise, indicate the impact of these changes on the research participants:

**Section 6: Additional information (optional):**