Guidance on Amendments

In line with the statement on your favourable ethical opinion letter, you will need to notify us of any amendments to your study.

Minor amendments
If your amendment is considered to have no ethical implications it is deemed to be minor and will not need to be reviewed by the FHMS Ethics Committee (FEC).
Examples of changes that fall within this category include:

- Minor changes to the study documentation, e.g. correcting errors, updating contact details
- Changes to the research team (other than the lead researcher) including change of supervisor
- A change (whether this is an increase or decrease) of up to 10% in participant numbers compared to the original application
- An extension to the study of up to 3 months beyond the period specified in the application form
- Study suspension of up to 3 months from the date of the favourable ethical opinion (FEO)

Substantial / Major amendments
If your amendment has potential ethical implications it is deemed substantial and a review from the FEC is required. You will need to submit a completed Notification of Amendment with all amended documentation to the FHMS Ethics Committee (fhmsethics@surrey.ac.uk).

Examples of changes that fall within this category include:

- Changes to the design or methodology of the study, or background information
- Changes to procedures undertaken by participants
- Changes to inclusion and exclusion criteria
- Significant changes to study documentation, such as Participant Information Sheets, Consent Forms, questionnaires, invitation letters
- Appointment of a new lead researcher
- A change (whether this is an increase or decrease) of over 10% in participant numbers compared to the original application
- An extension to the study of over 3 months beyond the period specified in the application form
- Study suspension of over 3 months from the date of the FEO
- Study halt to protect participants from harm