**Please delete these instructions before submitting to the IBC.**

Any changes to your existing Institutional Biosafety Committee Protocol at TCU must be submitted to the Office of Research Compliance for review.

Amendments (major or minor) made to the previously approved protocol should be made directly to the protocol form **(preferably in MS WORD).** When preparing your submission, please update all relevant sections within the body of the protocol document or appendices. All edits should be made using track changes. Amendment submitted without track changes will be returned to the PI as an incomplete submission.

Complete this form and submit it by email to [IBC@tcu.edu](mailto:IBC@tcu.edu). As part of your Amendment request, include in this email a **revised/updated protocol application and revised appendix materials**, which should reflect the changes summarized in the Amendment request form.

**Date:**

1. **Project Title:**

**IBC** **Protocol Number & Initial Date of Approval:**

2. **List the name and Faculty/Students/Staff status of the person(s) currently approved for the research.**

* 1. **Principal Investigator:**
  2. **Department:**
  3. **Others:**

3. **Summarize the amendment request**:

**Addition of Personnel:** YES No

(please add names below and ensure the CITI training certificate(s) of completion is attached)

**Removal of Personnel:** YES No

(please submit names to be removed)

**Changes in the protocol:** YES NO

(please provide information about the requested changes)