**Modification Instructions:** Delete these instructions before submitting your modification request. To request a modification: 1) submit a memo detailing your proposed changes, 2) update your approved IRB application and any corresponding documents with the same changes you described in the memo. Please highlight changes in some way (for example using bold text, caps, a highlight tool, or a different colored font). 3) submit your consent documents, even if there were no changes to them. 4) email the modification request and all corresponding documents to [siuhsc@siu.edu](mailto:siuhsc@siu.edu). Students, kindly copy the faculty advisor overseeing your research on all communications with the IRB.

To: Institutional Review Board

From: Your name

Date: XXXX

Subject*:* Title of your study

Protocol #: Your protocol number

I am requesting a modification to the above-referenced protocol. Please see the items below for which I am requesting approval:

I have updated my IRB application and supporting documents to reflect the requested modifications and included a copy of all documents with my modification request submission.

(Your Initials)

cc: (Your advisor’s name)