**Amendment Application to the SoTL Master Protocol:**

**Title of Project:**  Click or tap here to enter text.

**Principal Investigator:** Click or tap here to enter text.

**PI Email:** Click or tap here to enter text.

**USM Institution:**  Click or tap here to enter text.

**USM IRB Email:**  Click or tap here to enter text.

**NOTE: The application must include all relevant supporting documents** including: consent forms, information sheets, recruitment materials (letters, telephone scripts, advertisements, etc.), instrumentation (surveys/questionnaires, interview protocols, etc.), and any other material that will be presented to, viewed by, or read to human subject participants.

**OVERVIEW**

1. **Provide a summary of your proposed study in lay person’s terms.**

Click or tap here to enter text.

1. **Describe the purpose of the study. This should include the research question(s) and how the data that is collected will be used toward that purpose.**

Click or tap here to enter text.

**PARTICIPANTS**

1. **Describe the participant population(s). Who will be asked to participate? Your description should clearly indicate whether participants are faculty, staff, students, and/or other groups.**

Click or tap here to enter text.

1. **What is the age range of the participants?**

Click or tap here to enter text.

1. **Please list any inclusion / exclusion criteria for the participant population.**

Click or tap here to enter text.

1. **How many participants are needed for the study? How was this number determined?** The number of participants should include the maximum number to be enrolled. If needed, you may state the number you plan to enroll and the number you will solicit to help ensure you reach your enrollment. Estimates or lower limits will not be accepted.

Click or tap here to enter text.

1. **How will participants be recruited for this research?** This should include how and by whom potential participants are introduced to the study.

Click or tap here to enter text.

**RESEARCH ACTIVITIES**

1. **For each activity / participant population, describe the research procedures.** This would include methodologies and any instruments being used.*Examples of data collection methodologies include interviews, focus groups, questionnaires, analyses of artifacts and, in the case of students, work products embedded within courses or programs (e.g., grades, exam performance, project work, quiz scores). Statistical methods may include descriptive and inferential statistical analyses.*

Click or tap here to enter text.

1. **For each activity / participant population, describe the location(s) where the research activity will take place.** Indicate whether the research activities will take place in an established educational setting. Specify whether the participant will be engaged in person, remotely via the internet, etc.

Click or tap here to enter text.

1. **Indicate the time required of the participants for each research activity.**

Click or tap here to enter text.

1. **Describe how informed consent will be obtained.** This includes how and when participants are being presented with the consent information.

Click or tap here to enter text.

**RESEARCHER QUALIFICATIONS, PARTNERSHIPS, FUNDERS**

1. **Please briefly describe the qualifications and responsibilities of each study team member in regards to the research.** Include all persons engaged in human subject research. Please include an up-to-date CITI Training record for each study team member.

Click or tap here to enter text.

1. **Indicate any outside entities involved in the research.** State whether this research is intended to be done in cooperation with any institutions, individuals or organizations not affiliated with USM.

Click or tap here to enter text.

1. **Indicate whether this research is funded, and if so, list the funding source(s).**

Click or tap here to enter text.

1. **Please confirm that your institution has a reliance agreement with UMCP.**

**☐ YES**

**☐ NO**



**Submit Application:**

**Once this Amendment Form is completed and your supporting documents compiled, submit your Amendment package to****sotlresearch@umd.edu**