4. Work Flow for Study Protocol Amendments, Continuing Review Applications, Progress Report/Annual Report, Final Reports, Noncompliance (Protocol Deviation or Violation) Reports, Early Study Termination Application, and Participant Queries or Complaints

ACTIVITY		RESPONSIBILITY
Receive and manage document submission (amendments, reply to queries, SAEs, etc.,) ↓		Secretariat
Submit documents to the IRB Chair to determine classification of review as expedited or full board ↓		Secretariat
FULLBOARD	**EXPEDITED**	
Primary reviewer and members review submissions ↓	IRB Chair and the previously designated members review submissions ↓	Reviewers
Review full board study protocols in meeting	Present list of expedited study protocols in meeting ↓	Members
Communicate results to PI ↓		Secretariat
Manage study protocol files		Secretariat

DETAILED INSTRUCTIONS

4.1. Study Protocol Amendment

4.1.1. Receipt and management of the Study Protocol Amendment package upon submission.

4.1.1.1. A study protocol amendment is a written description of a change(s) to or a formal clarification of a protocol and/or informed consent documents. Favorable opinion or approval should be obtained from the MDH-IRB that issued the ethical clearance or approval prior to the implementation of an amendment.

4.1.1.2. A study protocol amendment is facilitated through the submission of an electronic copy and 1 hard copy of **MDH IRB FORM 3(B) 2021 Study Protocol Amendment Submission Form** with the amended study protocol or protocol-related documents

by the principal investigator This comprises the study protocol amendment package.

4.1.1.3. Upon receipt of the study protocol amendment package, the Secretariat requests the PI or his representative to log details of submission in the IRB logbook. The Secretariat logs the submission on the **SUBMISSIONS LOG/ DATABASE [MDH IRB FORM 4(M)2021] .**

4.1.1.4. The Secretariat checks the submission for completeness and gives a receiving copy of **MDH IRB FORM 3(B) 2021 Study Protocol Amendment Submission Form** to the PI or his/her representative stamped received by MDH IRB.

4.1.2. Classification of Review by the Chair

4.1.2.1. The Secretariat sends the Study Protocol Submission Package to the Chair immediately for classification of review as expedited or full board. **Major amendments of protocols initially reviewed at full board should undergo full board review while minor amendments should be classified as expedited.**

4.1.2.2. A full board review is necessary if the proposed study protocol amendment increases risk to study participants, as assessed by the Chair, such as a change in study design, which may include but is not limited to:

4.1.2.2.1. Additional treatments or the deletion of treatments
4.1.2.2.2. Any changes in inclusion/exclusion criteria
4.1.2.2.3. Change in method of dosage formulation, (e.g. oral changed to intravenous)
4.1.2.2.4. An increase >25% in the number of participants to be "treated" which affects the statistical plan for the study.
4.1.2.2.5. Any decrease or increase in dosage amounts
4.1.2.2.6. Any change in safety monitoring

4.1.2.3 **Expedited review can be done under the following circumstances:**

4.1.2.3.1 Do not involve changes in study populations

4.1.2.3.2 The research poses no more than minimal risk.

4.1.2.3.3 The study does not involve the collection of stigmatizing information.

4.1.2.3.4 Continuing review of clinical trials that do not involve further recruitment of participants.

4.1.2.3.5 Continuing review of studies previously classified under expedited review.

4.1.2.3.6 Study protocol amendments that are administrative in nature and do not affect the study protocol.

4.1.2.3.7 Do not materially affect the risk-benefit ratio of the approved protocol or increase risks to study participants.

4.1.3. Review by IRB Chair and primary reviewers

4.1.3.1. For submissions under expedited review, action is finalized at the level of the IRB Chair within seven (7) calendar days. **A list of the expedited papers will be presented by the Chair on the next full board meeting. Any difficult issues encountered upon expedited review will be presented for full board review.**

4.1.3.2. Study protocol amendment packages subject to full board review received within the cut-off period which is every 15th day of the month are uploaded to the MDH IRB OneDrive cloud storage for review **ten (10) to twelve (12)** calendar days before the IRB meeting.

4.1.3.3. The Secretariat places the study protocol amendment request on the agenda for the next IRB meeting.

4.1.3.4. The primary reviewers accomplish the review using and return the signed **MDH IRB FORM 3(B) 2021 Study Protocol Amendment Submission Form** within **three (3)** working days prior to the MDH IRB meeting.

4.1.4. Full board review of Study Protocol Amendment Submission Package

4.1.4.1. The Secretariat uploads the following Study Protocol Amendment Package for review of IRB Members:

4.1.4.1.1. **MDH IRB FORM 3(B) Study Protocol Amendment Submission Form**

4.1.4.1.2. Amended study protocol or protocol-related document with highlighted changes clearly indicated

4.1.4.1.3. Other documents that have been affected by the revision

4.1.4.2 The documents are presented to IRB Members when amendments are deliberated on. For detailed information on the conduct of full board review of study protocol amendments, see **SOP II-5.8.1**. The MDH IRB Chair calls for any of the following actions:

a. Approval
b. Minor modification to the study protocol amendment, subject to expedited review at the level of the MDH IRB Chair
c. Major modification to the study protocol amendment, subject to full board review
d. Disapproval

4.1.5. Communication of results

4.1.5.1. The PI is notified of the MDH IRB decision within five (5) working days after IRB meeting, noting which amended documents are approved for use through an action letter.

4.1.5.2. The PI may be required to modify the amendment, provide additional information, or submit additional documents or provide a revised ICF.

4.1.5.3. If the amendment is approved, the PI is requested to submit an amended study protocol or protocol-related document with a new version number and date.

4.1.5.4. The IRB Chair signs **MDH IRB FORM 3(B) Study Protocol Amendment**

Submission Form and the approval letter MDH IRB FORM 4(E)2021 Approval Letter to the Study Protocol Amendment**.**

4.1.5.5. All protocol amendments shall be required a review fee prior to review.

4.1.6. Files management

4.1.6.1. The newly approved documents will supersede previous versions of the study protocol or protocol-related document.

4.1.6.2. The Secretariat stores the signed and approved documents in the study protocol folder.