****

**Amending or Extending an Existing Certificate of Confidentiality (CoC)**

**and**

**NO NIH AMENDMENT/EXTENSION APPLICATION REQUIRED**

**HRPP Review Checklist**

**Instructions:** Complete and submit this checklist with **(1)** a copy of the email or letter from the NIH indicating that they do not require a full application from you to amend/extend the current CoC for this research project, and **(2)** a copy of the CoC documentation indicating the new expiration date, if renewing (document must also be uploaded to the IRB application; section 11-2).

**Notification of Outcome:** The Deputy Institutional Official (DIO) will either confirm that no additional action is required or you may be asked to submit a full application for additional HRPP review.

***Provide the following information***

**PI NAME:**

**APPLICATION NUMBER: HUM**

**APPLICATION AMENDMENT NUMBER: AME**

***Please select all that apply***

* 1. **I have amended to change the PI \_\_\_\_\_**
  2. **I have made other substantive changes to the protocol \_\_\_\_\_**
     1. **Briefly summarize the changes in the space below:**
  3. **I have made only minor changes to the protocol\_\_\_\_\_**
     1. **Briefly summarize the changes in the space below:**
  4. **I have renewed the existing CoC for this application\_\_\_\_\_**
     1. **Copy of reissued CoC with new expiration date is attached\_\_\_\_\_**
  5. **I have attached a copy of the email/letter from NIH confirming that no formal application is required for these changes and/or extension\_\_\_\_\_**

***When completed, please scan all documents as one file and send to Mary Ramirez, mramirez@umich.edu***