University of Guelph  
Research Management Plan (RMP)   
Amendment Request Form

# Overview

The University of Guelph has released, and updates as necessary, [Guidelines for University of Guelph Human Participant Face-to-Face Research](https://www.uoguelph.ca/research/guidelines-for-university-of-guelph-human-participant-face-to-face-research) that align with the broader institutional approach to being on campus and having in-person interaction. In light of the mandatory vaccination (or exemption) requirement, researchers are invited to review existing Research Management Plans (RMP) and to amend/reduce risk mitigation procedures, using this form.

This form applies to human participant research protocols that have received RMP approval (from relevant College/Department) and Research Ethics Board (REB) approval.

**Note the following measures are considered minimum (baseline) requirements for participating in face-to-face research and cannot be amended:**

* All researchers and participants who will be on-campus must provide proof of vaccination (or exemption with a negative test within the last 72 hours)
* Participants are required to complete the [University of Guelph COVID-19 Daily Screening Form](https://uoguelph.eu.qualtrics.com/jfe/form/SV_6lh1bNRMHDEU1OR) the day of the study visit
* Masks must always be worn when indoors or when outdoors and unable to maintain 2 metres of distance
* The COVID-19 study consent form must be signed by participants
* Tracking participants who visit campus for research will be required for contact tracing
* Participants must inform the research team immediately if they test positive for COVID-19 within # days of being on campus

# Amendment Details

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| **Principal Investigator (PI):** |  |
| **Department:** |  |
| **REB Protocol Number(s)\*:** |  |
| **Date:** |  |

\*List all REB protocols that utilize this RMP. Please note that one [REB Amendment](https://www.uoguelph.ca/research/document/reb-amendment-form) request can be submitted to the REB to cover multiple protocols, so long as the revisions are limited to the RMP amendment. Refer to current [Guidelines for University of Guelph Human Participant Face-to-Face Research](https://www.uoguelph.ca/research/guidelines-for-university-of-guelph-human-participant-face-to-face-research) for REB submission requirements.

Q1: Is this research protocol currently approved for face-to-face activities under an approved RMP?

No

Yes (proceed to Q2)

If **NO**, this form does not apply. Please complete the full RMP for new in-person research requests.

Details (Optional):

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Q2: Are you looking to amend your existing COVID-19 risk mitigation procedures?

No

Yes (proceed to Q3)

If **NO**, this form does not apply and nothing further is required. Please continue with research as per your approved RMP.

Details (Optional):

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Q3: Are you recruiting participants who are unvaccinated (e.g. children <12)?

No (proceed to Q4)

Yes

If **YES**, please describe:

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Q4: Does this research study adhere to University of Guelph baseline safety measures, which includes mandatory vaccination or exemption and mask wearing?

No

Yes (proceed to Q5)

If **NO**, please describe which baseline measures will not be followed THEN proceed to Q5:

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Q5: In bullet form, please list all safety measures within your approved Research Management Plan. Carefully reflect on each measure and identify which precautions you plan to remove. Please provide a brief explanation as to why the change is being proposed (e.g., use of a face shield obstructs vision for high-risk procedures).

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Please note: COVID-19 Consent Appendix must be revised with change to safety measures and included as part of REB amendment submission. Please refer to the [REB Forms](https://www.uoguelph.ca/research/services-divisions/ethics/forms) page for the most up-to-date version of the COVID-19 Consent Appendix.

# PI Attestation:

Please review and check all the boxes, below, before signing the RMP Amendment request form:

I understand that it is my responsibility to follow the protocols described above.

I understand that I may choose to implement additional PPE and risk mitigation measures beyond the minimum listed for the comfort and safety of the research team and study participants.

I understand a change to risk mitigation measures requires an amendment to the REB.

I understand the existing approved RMPs will remain in place. In the event the University needs to revert to greater restrictions, I will anticipate returning to measures under the Red (Control) level (see current [Guidelines for University of Guelph Human Participant Face-to-Face Research](https://www.uoguelph.ca/research/guidelines-for-university-of-guelph-human-participant-face-to-face-research) for more).

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Principal Investigator Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

# Approved by:

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College/Departmental Head Name

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Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date