

**Amendments checklist for SERU**

<b>Document</b>	<b>Details</b>	<b>Tick box</b>
Cover letter	Forwarded through the Centre Deputy Director should include <ul style="list-style-type: none"> <li>• Title of study</li> <li>• Amendment no.</li> <li>• List of documents attached</li> <li>• Signed by the PI or on behalf of the PI.</li> </ul>	
Amendments submission form	Duly filled by PI with details of amendment and justification	
Protocol	Amended sections should be highlighted or bolded	
Letter of withdrawal from Principal or co-investigator –where applicable	Formal letter indicating willingness to withdraw from the study –where applicable	
Letter from sponsor –where applicable	Indicating reasons for withdrawal of funding /indicating willingness to continue funding the study	
CVs of non-KEMRI co-investigators – where applicable	This is for new PI or co-investigators being added into the study –where applicable	
Ethics certificate for new PI or co-investigators	This is for new PI or co-investigators being added into the study –where applicable	