

REQUEST TO RENEW, EXTEND OR AMEND AN EXISTING EXTERNAL RESEARCH STUDY IN THE TORONTO DISTRICT SCHOOL BOARD (“TDSB”)

ERRC approval is for one year. Ongoing and longitudinal studies require annual renewal and approval. To request an extension or expansion of an existing study, please include a status update of that study and complete this form and/or a revised application which clearly indicates any modifications to the original research protocols (e.g., participants, target schools, data collection tools, time commitments, etc.). Updated documentation (e.g., institutional REB approval letters, police checks) must be included and participant consents must also be renewed annually.

This form is to be used when requesting a renewal, extension or amendment to an existing research study and application previously approved by the **TDSB External Research Review Committee (ERRC)**.

Please indicate the nature of this request:

- Renewal
- Multi-Year Study
- Extension/Expansion
- Amendment/Modification

APPLICANT INFORMATION:

Date:	
Name of Investigator(s):	
Institution/Agency:	
Mailing Address:	
Phone:	
Email:	
Title of previously approved study:	
Current ERRC File #: (as indicated at bottom right corner of original ERRC decision letter)	

The signature below confirms that this request for renewal/extension/amendment has been vetted and is supported by my research supervisor.

A copy of an updated Research Ethics Board (REB) letter of approval from the sponsoring institution is also attached to this request form.

Please submit a signed Conditions of Access form along with this renewal request. Forms are available on the [ERRC Website](#).

Supervisor/Sponsoring Professor

Name:	
Signature:	
Date:	

Rationale for Request

Please provide a brief description of the current status of the originally approved study and an explanation of the rationale for this particular request for continuation. If your study involves curriculum and/or instruction for students or staff, please re-attach materials to this renewal.

Proposed Changes

Please indicate if any changes are proposed or required within each of the following sections by checking No (X) or Yes (X). If Yes, please provide a brief description of any changes and the reasons for them.

If there are a number of differences, for comparative purposes it would also be helpful to revise your original ERRC application template by clearly highlighting in bold, italics or coloured font any changes that have been made and attach an updated version of the application template to this form.

If applicable, please re-submit the consent forms that will be used during this renewed study period.

Research Components	Any changes?		If Yes, please describe:
	No	Yes	
Research design			
Theoretical framework(s)			
Data collection tools, tests, measures			
Timelines			
Location or facilities			
Data analysis			
Participating schools			
Study participant groups/numbers			
Selection/recruitment procedures			
Time commitments			
Consent procedures			
Data security/confidentiality			
Data use, retention, disclosure, disposal			
Feedback/publication of results			
Estimated completion date			
Research team members			
Updated REB documentation required			
Updated Police Check documents			
Other			

Research's signature:	
Date:	

Please email an electronic version of this application to this email address: ERRC@tdsb.on.ca