**NRC Research Applications - Amendment form**

Please complete this form if you wish to amend a previously approved NRC project.

Completed forms along with supporting documentation should be sent to the NRC mailbox: [National.Research@justice.gov.uk](mailto:National.Research@justice.gov.uk)

**Changes to approved applications should not be actioned until approved by the NRC.**

**Section 1: Key Details**

|  |  |
| --- | --- |
| **Type of amendment**  (select all that apply): | Project dates  Lead researcher details  Sites to be accessed (**including** any remote access)  Research questions or focus  Methodology  Other |
| If ‘other’, please provide details: |  |
| **Project title:** |  |
| **NRC reference number:** |  |
| **Lead Researcher Name:** |  |
| **Email:** |  |
| **Please list any MoJ/HMPPS specific points of contact (SPoCs):** |  |

|  |  |
| --- | --- |
| **Is this your first amendment request for this project?** | Yes  No |
| **If no, please list previously agreed changes to your project:** |  |

**Section 2: Details of Changes**

|  |  |
| --- | --- |
| **Please describe the proposed change(s) to your project:**  If you wish to add prisons / probation regions, please list all new sites. *If the original application was a single site, the request to add sites may require you to submit a new multi-site application.* |  |
| **Rationale for the change(s):** |  |
| **What is the likely impact of the amendment?**  For example, extending the data collection period will impact demand on frontline resource required to support data collection. |  |
| **Change to lead researcher contact details (if applicable):**  Correspondence from the NRC will be sent to this email address. If the new lead researcher was not previously part of the research team, please send a copy of their CV with this request form. |  |
| **Please provide any other information that will be helpful to understand your amendment request:** |  |
| **Revised NRC research summary submission date (if applicable):** |  |

**Checklist before submission**

|  |  |
| --- | --- |
| **Have all relevant sections been completed?** | Yes  No |
| **Supporting documentation included?** | Original application  NRC Decision letter for original application  Revised supporting documentation (if applicable) |
| **Signed:** |  |
| **Date:** |  |