



Ministry
of Justice

National Research Committee:

Amendments to an NRC approved project

April 2024

Protecting and advancing the principles of justice

Amendment criteria

There may be times when you need to adapt your original research proposal after you have received initial approval from the NRC. In these circumstances you will need to submit an amendment request to the NRC. Amendments must be made using the NRC Amendments Form which can be found on the NRC webpage.

Amendments can include but are not limited to:

- Change or additions to research sites (i.e., access to prisons or probation regions).
- Substantial changes to the approved methodology (i.e., changes to sampling and recruitment approach, amendments to the research materials, changing to a different data collection approach or analysis technique). Significant changes to the methodology or research design which result in a new research focus may require a new application.
- Change to research lead or organisation/university.

Non-substantial changes (i.e., correcting errors, small changes in the sample size, tweaks to the research materials, small changes to project start/end dates) and minor changes to the data collection approach which will have minimal impact do not require a formal amendment to be submitted. However, please notify the NRC with changes to the contact details for the lead researcher so we can update our correspondence details.

Please note it is likely that the request to add another research site (another prison establishment or probation region) to a previously approved single-site application will result in the need to submit a new multi-site application.

If you are unsure if an amendment form is needed, please email the NRC for further advice (National.Research@justice.gov.uk) quoting your NRC reference number.

Amendment process

Completed amendment forms and any amended or new research materials should be submitted to the NRC mailbox National.Research@justice.gov.uk.

To avoid delays caused by the need to request further information, please ensure that you complete the form with sufficient detail and a full rationale behind the change, avoiding acronyms and written in language a layperson could understand.

Amendment request forms are initially screened by the NRC, then forwarded to the relevant research lead(s) for comment.

Single-site applications: amendments for single site applications are forwarded to the relevant regional research lead for consideration. A decision to approve or reject the amendment is made locally and the applicant informed by the regional leads.

Multi-site applications: amendments for multi-site applications are coordinated by the central NRC team who will liaise with the relevant regional and/or policy consultees and provide a decision based on this feedback. The NRC aims to return a decision on the amendment to the applicant within one month of receiving the form. This time is used to check whether the amendment can be supported and any conditions around the approved amendment.

Amendments to an approved research project must not be actioned without the prior agreement of the NRC.