



RESEARCH MODIFICATION REQUEST GUIDELINES

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To request a modification, please provide the following information on letterhead stationary:

1. General information that needs to be included in letter:

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- Name, position, credential and contact information of supervising professor/principal investigator (if request is submitted by someone else or a student);
- The exact titles for materials requested to be modified, including version (full titles, not abbreviations);
- The research study name for which the materials are requested;
- A brief description of the research study and methods (an abstract is fine);
- The duration of the research study;
- Acknowledgement of agreement to forward a copy of articles/monographs/reports from research project, to be possibly included in our future manuals.

2. Additional information to be included as specified below depending on type of modification request:

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- Who will develop the electronic adaptation;
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- What languages/dialects will the forms/materials be translated into;
- Who will do the translation and back translation of the materials/forms;
- What changes will be made to materials/forms/images to address language/cultural differences (please be specific);
- If the translation is not for a norming study of a translated version of the tool, how will the translated version be normed;
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James A. Arena
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