

A change matrix is required with every IRB resubmission.

A detailed change matrix simplifies the review process and indicates to the chair, committee, and IRB reviewer that the author has demonstrated a clear and thorough response to comments.

If, after discussion with the Doctoral Research Chair, a specific reviewer comment requires additional clarification, the chair should submit a question to [IRB@Ashford.edu](mailto:IRB@Ashford.edu).

***If, after discussion with the Doctoral Research Chair, the student chooses to address a requested change in a way that differs from the reviewer feedback, the student must provide a brief rationale, and describe how the concerns were addressed.***

Below the change matrix, the Doctoral Research Chair must signify that he/she has carefully reviewed the IRB resubmission and all documentation and can confirm that all requirements have been met prior to resubmission.

**Submissions will not be accepted without a completed and signed change matrix.**

## Student Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ IRB Number: \_\_\_\_\_

Doctoral Research Project Title: \_\_\_\_\_

## Acknowledgement

### Doctoral Research Chair Confirmation of Review Items Addressed

By providing a signature, within the space below, I attest that the submission meets all IRB requirements and the previously noted issues have been satisfactorily addressed and are ready to review.

I have verified that the student's revised submission meets all review criteria and has adequately addressed the feedback and issues identified in the previous review.

Doctoral Research Chair Name: \_\_\_\_\_

Doctoral Research Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_