



Appendix 6: Unanticipated Event/Significant Change Report

This *Unanticipated Event/Significant Change Report* must be submitted to the Data Access Committee for the occurrence of Unanticipated Events and/or Significant Changes during an approved research project that may have an impact on the CCWS data and/or the ability of the Approved User to achieve his research goals.

Notification of compromised data or material security, integrity or confidentiality, or a breach of ethics must be reported at the first reasonable opportunity by telephone (604-822-2990) to the CCWS DAC, followed by this written notice report within 48 hours of the event.

File number (provided in your original approval letter): _____

Original title and summary of the main research project:

1. Name of Principal Applicant including affiliation and contact details.

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

2. Name of the Authorized Institutional Representative, including affiliation and contact details.

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

3. Title of Project

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4. Description of the Unanticipated Event/Significant Change

a. Date of the event: _____

b. Description of the unanticipated event/significant change

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c. Has the Research Ethics Board been notified?

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d. What action (if any) has been taken, or will be taken, by the Approved User?

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SIGNATURE**Principal Applicant:**

Name	
Position	
Signature	
Date	

Authorized Institutional Representative of the host institution:

Name	
Position	
Signature	
Date	

Please e-mail a PDF of the signed *Unanticipated Event/Significant Change Report* to survey@ccws-becc.ca