

### Site Addition Request Form

{Submit this form and the accompanying requested attachments to KAI Research, Inc. at [KAIforNIAMS@kai-research.com](mailto:KAIforNIAMS@kai-research.com). These documents will be distributed to the NIAMS and the Monitoring Body for review and approval of this request.}

<b>PI name</b>	
<b>Grant/contract number</b>	
<b>Study title</b>	
<i>[The information below should be completed for the newly proposed site]</i>	
<b>Including the New Site, what is the Total Number of Sites:</b>	
<b>Name of New Site</b> <i>Is this a foreign site?    Yes    No</i> If yes, *prior approval from the NIH will be required	
<b>Will the New Site Replace an Existing Site?    Yes    No</b> If yes, what site is being replaced? Reason for replacing the site:	
<b>New Site PI</b>	
<b>Describe the patient population pool/catchment area description of the New Site (3-4 sentences)</b>	
<b>Overall Study Target enrollment</b>	
<b>Target enrollment for new site</b>	
<b>Describe the expected minority population pool of the New Site</b>	
<b>Target minority enrollment for new site</b>	
<b>Brief description of any site specific recruitment plans for the new site</b>	
<b>Describe how the new site is expected to enhance overall study enrollment (1-2 sentences)</b>	

<b>Describe facilities/personnel at the new site</b>	
<b>Brief description of the training plan for the new site</b> <i>(i.e., a MOOP will be provided to the site(s) and/or the Research Coordinator will be trained on study procedures)</i>	
<b>Submission date to KAI</b> <i>(Insert the date this form was submitted to KAI)</i>	
<b>Name of study team member to be contacted regarding questions about this request</b>	
<b>Email address of study team member to be contacted regarding questions about this request</b>	

In addition, please submit the following accompanying documentation:

- Any change in planned enrollment for the study must be approved by the Program Director. If adding the new site changes the previously submitted planned enrollment figures or the racial/ethnic breakdown of subjects that will be recruited, the inclusion data record (IDR) must be updated by the PI Institution via eRA Commons.
- Institutional Review Board (IRB) approval letter(s) for new site
- Revised protocol and MOOP (if applicable)
- Updated list of participating study sites

\*All requests for NIH awarding IC prior approval must be made in writing (including submission by e-mail) to NIAMS Grants Management no later than 30 days before the proposed change, and signed by the Authorized Organization Representative (AOR). If the request is e-mailed, it must provide evidence of the AOR's approval; a cc to the AOR is not acceptable.