

Notification of Important New Information

(Fill in the information requested in the yellow highlighted areas or delete as applicable. Remove this header before use)

Notification of Important New Information

Protocol: IRB-AAA

IRB Protocol title: [title]

Date: [date]

Dear Research Participant:

The purpose of this letter is to notify you of a change to the information in the consent form that you read and signed at the beginning of this study.

New Information:

U.S. Bank will replace Bank of America (BoA) as the provider of the pre-paid debit card (PayCard) that you will receive as compensation or reimbursement for your participation in this research study.

You may be issued one of the following U.S. Bank payment cards:

- The Focus registered card [Include the following clause only if the BoA Registered PayCard was explicitly named in the original consent form: instead of the BoA Registered PayCard. We will provide your name and contact information to U.S. Bank so the card can be registered. This card can be used at an ATM machine for cash access or to pay for in-store and/or online purchases. By registering with the U.S. Bank Focus Card system and using the Focus Card, you consent to participate in the U.S. Bank Focus Card program.
- The Rewards anonymous card [Include the following clause only if the BoA Anonymous PayCard was explicitly named in the original consent form: instead of the BoA Anonymous PayCard. This card is for one-time funding and does not provide cash access (i.e., it can never be used at an ATM machine). This card can be used to for pay in-store purchases. No personal information is provided to the Bank; however, you can choose to register the card after you receive it. Registering the card can protect you from loss if the card is lost or stolen and will allow online purchases.

You will be given instructions that will explain how to use your card.

If you were previously issued a Bank of America PayCard (anonymous or registered) you will need to use any remaining balance on that card **before 2/1/2024** as the card will be deactivated on 2/1/2024.

If there is any remaining balance after 2/1/2024 on a registered card, Bank of America will mail a check in the amount of the balance to the mailing address provided to Bank of America when the card was registered. If you received an anonymous PayCard, you will need to register it and provide your mailing address before 2/1/2024 to receive any remaining balance after 2/1/2024. Balances cannot be transferred to a U.S. Bank PayCard.

To register the BoA card or update your mailing address you may either:

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(1) go to Bank of America [online](#) or

(2) call customer support at 866.213.8564, which is also the number provided on the back of the card. For security purposes, the bank may request cardholders to confirm the owner of the trial (Columbia University).

All other information contained in the original consent form remains unchanged. *[Be sure that there have been no other changes to the consent form before including this statement.]*

Your participation continues to be voluntary. You may withdraw your consent to participate at any time, and for any reason, without affecting your future care at this institution or your relationship with your study doctor (Principal Investigator). You can talk to the Principal Investigator, [\[PI name\]](#), about any questions or concerns you have about this study. Contact information: [\[contact information\]](#).

If you have questions about your rights as a research subject while taking part in this study, you should contact:

Institutional Review Board
Columbia University
154 Haven Avenue, second floor
New York, NY 10032
Telephone: (212) 305-5883
Email: irboffice@columbia.edu.

An Institutional Review Board is a committee organized to protect the rights and welfare of human subjects in research.

Thank you.

[\[PI name\]](#)

This form has been approved by the Columbia University Human Research Protection Office.

August 2023