

Submission Instructions

Please complete this form in its entirety and submit to the Institutional Review Board (IRB) Administrator via email to IRB@rockies.edu or e-sign.

Investigator Information

First Name: _____ Last Name: _____ Student ID: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Title of Project: _____ Chair: _____

IRB#: _____ Original Level of Review: Exempt Expedited Full

University of the Rockies and federal government regulations require review at least annually of all projects that are currently active.

1. Is your project still active? Yes No
2. If not active, what is the disposition of the project and the data resulting from the project? You are reminded that informed consent forms are privileged institutional records and must be protected for confidentiality of information on individual participants (use additional pages to respond).
3. If active, is the project proceeding as originally approved with no substantial modifications?
 Yes No **If no, please attach additional information regarding changes to project.**
4. If you answered "Yes" to #3, when did you last complete required CITI training? If you have not completed this training with 30 months of the date of this application, please complete the CITI training and submit a copy of the completion report with 30 days of Institutional Review Board (IRB) approval.
5. Has anything happened since your study was originally approved that affected the risk to participants?
 Yes No **If yes, please attach an explanation.**
6. The Institutional Review Board (IRB) is required by the federal government to obtain the following information in order to approve a request for a renewal of approval and/or conduct a continuing review of a research project. Please use the following checklist when submitting your request for a renewal of approval for your project (use additional pages to respond).
 - a. The approximate number of participants accrued.
 - b. A description of any adverse events or unanticipated problems involving risks to participants or others, withdrawal of the participants from the research, or complaints about the research.
 - c. A summary of any recent literature, findings, or other relevant information about risks associated with the research.
 - d. A copy of the current informed consent document.

7. Is this project currently funded? Yes No
If yes, please indicate funding source(s) and whether a certification to an external agency will be requested.

Investigator Signature: _____ Date: _____

You have provided your consent to receive documents from University of the Rockies in electronic form as part of your Online Application. For more information, please refer to the Electronic Communication section of the Catalog.

Chair Signature: _____ Date: _____

Office Use Only

IRB#: _____ At IRB: _____

Action: Approved Approved with Revisions Disapproved

Signature of IRB Chair: _____ Date: _____