

# Information to provide with a renewal

When requesting approval for a renewal, please submit:

1. **A scan of the new cover sheet** (Form A, and Form B if applicable), **with CITI or NIH certificates re-attached**. CITI & NIH training certificates are good for three years, and must have at least one month left on them at the time of renewal or revision. If certification for any investigator is about to expire, that investigator must retake the course.

**Before re-signing your cover sheet**, please review the standard practices you consented to including the storage of IRB documentation and consent forms for a minimum of 3 years following the close of your project *and* until dissemination has ceased.

Name the file like this: *Smith 17-098 RENEWAL 2018 forms and certificates*

2. **A WORD file with the following information**. You can cut and paste these questions into a new file to avoid having to retype them.

Name the file like this: *Smith 17-098 RENEWAL 2018 status report*

- a. **Status of project**

Briefly summarize the status of your project (e.g., *We have collected data from 39 participants and anticipate collecting data from another 13 OR We think we are done collecting data but are leaving the project open just in case we decide to collect more.*) If this project is taking longer than originally proposed, briefly state the reason(s).

- b. **Changes since the last approval/renewal**

Have there been any changes in:

- 1) Protocol?
- 2) Assessment measures? (If yes, please provide new/revised measures)
- 3) Informed consent document? (If yes, please provide the new document)
- 4) How/where data are stored?
- 5) Investigators? (Include requests to add new students or remove students no longer associated with project)
- 6) Anything else the IRB should be aware of, such as difficulty conducting the research?  
Answer "no" for each prompt, or summarize the changes.

- c. **Information relevant to risk**

- 1) Were there any unanticipated problems?
- 2) Have any participants withdrawn after they began participating? What reasons did they give for this?
- 3) Did you receive any complaints from participants?  
Answer "no" for each prompt, or summarize your difficulties.

- d. **Estimated closure date**

Please estimate your approximate closing date. A project should be closed when your contact with human subjects is done. To close a project, please send an email to the chair of the IRB. **You may still conduct analyses and publish reports on a closed project.** If you anticipate any additional data collection or contact with prior participants then you should leave the project open, renewing annually, so that you don't have to file a new proposal to reopen.