

ANNUAL PROGRESS REPORTS AND RENEWALS POLICY AND INSTRUCTIONS

The IRB is required by 45 CFR 46.109(e) to conduct an annual review of every EXPEDITED or FULL BOARD IRB-approved protocol following the 12-month approval period. Investigators may request/receive one renewal to extend the project by one year.

Approximately 60 days before your protocol approval period ends, you will be sent an **ORSP/IRB Annual Progress Report Form**. Complete this form and return it to Research and Sponsored Programs, even if you have concluded your research.

If you have not completed your study and plan to renew your protocol without changes, indicate that on the Annual Progress Report Form. Submit to Research and Sponsored Programs, the Annual Progress Report Form and a written report on the progress of your study.

If you need to renew your protocol with modifications, submit the completed Annual Progress Report Form, a copy of your modified protocol with the changes highlighted, and a written report on the progress of your study.

Renewals of protocols originally reviewed under the EXPEDITED mechanism, are reviewed by the IRB Chair or designee and ratified by the FULL BOARD at the next meeting of the IRB.