Cecil College: IRB Annual Review Form

The Cecil College IRB reviews all IRB approved projects 45 days prior to the annual expiration date.

Submit one electronic copy to irb@cecil.edu (PDF or .doc file) of your complete, typed Annual Review form, the progress report, and a current version of the consent form. Incomplete applications will be returned without review.

No data collection may take place after 1 year from the last IRB approved date without further approval via the annual review process.

Part I: Contact Information

Cecil IRB Project #: Click or tap here to enter text.
Project Title: Click or tap here to enter text.
Principal Investigator Name: Click or tap here to enter text.
Email: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Last IRB Approval Date: Click or tap here to enter text.

Part II: Progress Report

A progress report including how much progress has been made in the research, the projected timetable for completion of the research, and documentation of subject enrollment/withdrawal must be submitted with this form. Researchers should specifically note the number of subjects enrolled during the previous year and the number accrued since the project began. Principal Investigators are required to assure the confidentiality of all data and any breach of confidentiality must be reported to the IRB.

Yes	No	
☐	☐	Does the evidence from your experience to date or from recent literature indicate the existence of risks different from those previously described?
☐	☐	Has the study has been active for three years?
☐	☐	Has there been any withdrawal of subjects from the research?
☐	☐	Have there been any complaints about the research?

If any of the above questions are answered "yes", please explain:

Part III: Project Status (Check all items that apply):

Yes	No	
☐	☐	Project remains active and contact with human subjects is ongoing.
☐	☐	Subject interviews are still required.
☐	☐	Data are still being collected from records or other sources.
☐	☐	Data are still being analyzed.
☐	☐	Original procedures for protecting human subjects are still in effect.

If the answer to all above questions is "no" and no further contact with human subjects or records is required, the study can be closed. Researchers should complete the IRB closure form.

Before submitting, please consult the checklist below to make sure your complete application contains:

- ☐ A complete annual review form;
- ☐ A copy of the research progress report;
- ☐ A copy of any instructions to subject, indicating if instructions will be given orally or in writing if changed from the original application form;
- ☐ A copy of the informed consent form and/or other procedures used to assure informed consent, if changed from the original application form; and,
- ☐ A copy of up-to-date (within past 5 years) certificate of completion for CITI training for the PI and any Co-Is, if training expired during past year.

PI and outside entity personnel that are co-PIs must complete the Human Subjects Research (https://about.citiprogram.org/en/series/human-subjects-research-hsr/). **Depending on the nature of the research the PIs must complete either the Biomedical Basic course or the Social-Behavioral-Educational Basic course.**

Students must complete the Responsible Conduct of Research (RCR) Basic protocol (https://about.citiprogram.org/en/series/responsible-conduct-of-research-rcr/)

The annual renewal form should be submitted to IRB committee by sending all forms to irb@cecil.edu in PDF format.

Assurance by Principal Investigator:
I agree to conduct this research project in accordance with rules and regulations established by the Institutional Review Board. No changes in my research project will be implemented without the prior review and approval of the Institutional Review Board. I certify that the information provided is complete and accurate to the best of my knowledge. Signatures below are originals.

PI Signature: _____
Date_____

Co-I Signature: _____
Date_____

Co-I Signature: _____
Date_____