CONTINUING REVIEW REMINDER

June 10, 2012

*<Name of Principal Investigator>*

*<Address of Principal Investigator>*

*<Phone Number of Principal Investigator>*

*<Fax Number of Principal Investigator>*

*<Email Address of Principal Investigator>*

Dear *<Hailing of Principal Investigator>*:

On *<Date of IRB Meeting>* the IRB approved the following protocol from *<Approval Start Date>* to *<Approval End Date>* inclusive:

|  |  |
| --- | --- |
| Title: |  |
| Investigator: |  |
| IRB ID: |  |
| Funding: |  |
| Grant Title: | *<Indicate “None” if there is none.>* |
| Grant ID: | *<Indicate “None” if there is none.>* |
| IND or IDE: | *<Indicate “None” if there is none.>* |

Before *<Continuing Review Deadline Date>* you are to submit a completed “FORM: Continuing Review (HRP-212)” and required attachments to request continuing approval or study closure. No further reminders will be sent.

If you do not submit a completed “FORM: Continuing Review (HRP-212)” and required attachments to request continuing approval or study closure by *<Continuing Review Deadline Date>* you will not be able to submit new research to the IRB until this information has been submitted.

If continuing review approval is not granted before the expiration date of *<Expiration Date>* approval of this research expires on that date. If IRB approval expires, all research activities must stop. This includes recruitment, advertisement, screening, enrollment, consent, interventions, interactions, and collection or analysis of private identifiable information. Advertisements currently running in the media must be pulled.

Sincerely,

IRB Manager

cc: *<Protocol Contact>*