METHODIST UNIVERSITY INSTITUTIONAL REVIEW BOARD for RESEARCH INVOLVING HUMAN SUBJECTS

**REQUEST for PROJECT RENEWAL**

For Information or help completing this form, contact: **The Institutional Review Board (IRB)**, Phone: **910-480-8494**

e-mail: [irb@methodist.edu](mailto:irb@methodist.edu) Web Address: <http://www.methodist.edu/irb>

Submit completed form to: [irb@methodist.edu](mailto:irb@methodist.edu)

Exempt Activities: Must be renewed at least every 3 years.

Expedited and Full Board Protocols: Must be renewed at least annually, prior to the expiration date of the protocol.

If you do not plan to collect additional data, you may be able to fill out a “Final Report.” Contact the IRB for more information.

1. Protocol Number: Click here to enter text.
2. Original IRB Approval Dates: **From:** Click here to enter a date. **To:** Click here to enter a date.
3. Requested Renewal Period: **From:** Click here to enter a date. **To:** Click here to enter a date.
4. Project Title: Click here to enter text.
5. Principal Investigator: Click here to enter text. Title: Click here to enter text.

Department: Click here to enter text. Phone: Click here to enter text. MU E-Mail: Click here to enter text.

Faculty Advisor (If applicable): Click here to enter text. Dept.: Click here to enter text. Phone: Click here to enter text. MU E-Mail: Click here to enter text.

Department Head: Click here to enter text. MU E-Mail: Click here to enter text.

1. Current External Funding Agency: Click here to enter text. Grant Number: Click here to enter text.
2. List any contractors, sub-contractors, other entities associated with this project: Click here to enter text.

List and other IRBs associated with this project: Click here to enter text.

1. Explain why you are requesting additional time to complete this research project. Click here to enter text.
2. Briefly list the activities that occurred over the past year, particularly those involving research participants. Click here to enter text.
3. Do you plan to make any changes in your protocol, if the renewal request is approved? (e.g. research design, methodology, participant characteristics, authorized number of participants, etc.)

**No**  **Yes**

(If "yes", please complete and attach a "REQUEST for PROTOCOL MODIFICATION" form.

1. **PARTICIPANT INFORMATION:**
   1. How many individuals have actually participated in this research? Click here to enter text.
   2. If retrospective, how many files or records were accessed? Click here to enter text.
   3. Were there any adverse events, unexpected difficulties or unexpected benefits with the approved procedures?

**No**  **Yes**

If yes, please describe. Click here to enter text.

* 1. How many participants have withdrawn from the study? Click here to enter text.

If participants withdrew from the study, please explain. Click here to enter text.

* 1. How many new participants do you plan to recruit? Click here to enter text.
  2. During the renewal period, do you plan to re-contact any individual that has already participated in your research?

**No**  **Yes**

If yes, please explain reasons for re-contacting participants. (If “Yes” and the procedure for re-contacting has not been previously approved, please complete and attach a “Request for Protocol Modification” form.”)

1. PROTECTION of DATA:
   1. Is the data being collected, stored and protected as previously approved by the IRB?

No  Yes

If “No”, please explain. Click here to enter text.

* 1. Are there any changes in the key research personnel that have access to participants or data?

No  Yes

If yes, please identify each individual (Name and E-Mail) and explain the reason/s for the change. Click here to enter text.

* 1. What is the latest date (month and year) you now expect all identifiable data to be destroyed? (identifiable data includes videotapes, photographs, code lists, etc.)

Date: Click here to enter a date.  Not Applicable: No identifiable data will be collected.

1. Attach a copy of all stamped, IRB approved documents used during the previous year. (*Information letters, Informed Consents, Parental Permissions, flyers, etc*.)
2. If you plan to recruit participants, or collect human subject data during the renewal period, attach a new copy of the consent document, information letter, or any flyers you will use during the extension.