ANNUAL REMINDER

July 1, 2019

*<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 on *<Approval Start Date>:*

|  |  |
| --- | --- |
| 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.>* |

Our records indicate that your study does not require continuing review. However, you are required to continue to meet all institutional requirements for conducting research with human subjects as outlined in the INVESTIGATOR MANUAL (HRP-103).

As a reminder:

* Modifications to this study must be approved by the IRB in advance of implementing changes to the research
* New information related to this study must be reported to the IRB in accordance with institutional reporting requirements
* Close this study once all research activities are complete

Sincerely,

IRB Manager

cc: *<Protocol Contact>*