SITE DEFERRAL

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 <Review Date>, the IRB reviewed the following site submission:

|  |
| --- |
| Site Information |
| Type of Review: |  |
| Site Name: |  |
| Submission ID:  |  |
|  Site Investigator: | *<Indicate pSite PI>* |
| Additional Site Funding: | *<Indicate “None” if there is none.>* |
| Site Grant Title: | *<Indicate “None” if there is none.>* |
| Site Grant ID: | *<Indicate “None” if there is none.>* |
| Site Documents Reviewed: |  |
|  |
| Study Information |
| Study Title: |  |
| Study ID: | *<Indicate “None” if there is none.>* |
| Study Funding: | *<Indicate “None” if there is none.>* |
| Study Grant Title: | *<Indicate “None” if there is none.>* |
|  Study Grant ID: | *<Indicate “None” if there is none.>* |
| IND, IDE or HDE: | *<Indicate “None” if there is none.>* |

The IRB deferred the site submission. The reasons for the IRB’s decision and recommendations are as follows:

|  |  |
| --- | --- |
| Required Change | Reason for Change |
|  |  |

Please submit:

* A point-by-point response to the above changes indicating whether you agree or do not agree with each requested change.
* A “clean” copy of all revised and requested additional documents.

If a response is not received by close of business on <Response Deadline Date>, the IRB will withdraw this offer.

Sincerely,

IRB Manager

cc: <Protocol Contact>