**Navajo Technical University**

**Research Project Renewal**

To: Oversight Professor Date: 00 / 0 / 2000

From: Committee on Institutional Research

Re: Research Project Name: Understanding…. A case Study Approach

This letter serves as a CIR notification reminder by the Committee on Institutional Research. It is the primary responsibility of the Principal Investigator to ensure that the re-approval status for lapsed protocols is achieved. All protocols must be re-approved annually by the CIR unless shorter intervals have been specified.

Please note that the level of review given to the continuing review process is the same as that of any new protocol. All requests for re-approval must be reviewed at a convened CIR meeting, except for those protocols that meet the criteria for expedited review.

Please submit the following documents at least six weeks prior to the expiration date to allow for full committee review:

1) A completed Continuing Review Form.

2) Two (2) copies of each consent form(s) used in the study (If data collection is ongoing).

Please note that you can obtain a copy of the Continuing Review Form through our web site:

http://researchadmin.asu.edu/compliance/irb/.

As of July 1, 2003, all personnel involved in human subjects research must complete the Human Subjects training course. It is the responsibility of the Principal Investigator to make sure all personnel associated with this study have completed the human subjects training course (see the Research Compliance Office website for a link to the NIH training).

It is a violation of University policy and federal regulations to continue research activities after the approval period has expired. If the CIR has not reviewed and re-approved this research by its current expiration date, all enrollment, research activities and intervention on previously enrolled subjects must stop. If you believe that the health and welfare of the subjects will be jeopardized if the study treatment is discontinued, you may submit a written request to the CIR to continue treatment activities with currently enrolled subjects.

Your assistance and cooperation in ensuring that the above-mentioned protocol is received for re-approval evaluation at the CIR Office before the lapse date is greatly appreciated.