



## APPENDIX D: REQUEST FOR RENEWAL FORM

### Ashford University Institutional Review Board

Investigator: \_\_\_\_\_ Signature: \_\_\_\_\_

Dissertation Chair/Faculty Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title of Project: \_\_\_\_\_

IRB#: \_\_\_\_\_

**Ashford University and federal government regulations require review at least annually of all projects that are currently active.**

1. Is your project still active?

Yes                       No

2. If not active, what is the disposition of the project and the data resulting from the project? You are minded that informed consent forms are privileged institutional records and must be protected for confidentiality of information on individual subjects. (Use additional pages to respond.)

3. If active, is the project proceeding as originally approved with no substantial modifications?

Yes                       No

*If no, please attach additional information regarding changes to project.*

4. Has anything happened to change your estimate of risk to subjects?

Yes                       No

*If yes, please attach an explanation.*

5. The Institutional Review Board is required by the federal government to obtain the following information in order to approve a request for a renewal of approval and/or conduct a continuing review of a research project.
- a. The approximate number of subjects accrued.
  - b. A description of any adverse events or unanticipated problems involving risks to subjects or others, withdrawal of the subjects from the research, or complaints about the research.
  - c. A summary of any recent literature, findings, or other relevant information about risks associated with the research.
  - d. Copy of the current informed consent document.
6. Is this project currently funded? If so, please indicate funding source(s) and whether a certification to an external agency will be requested.

Yes                       No

**Return to IRB Chair**

IRB#: \_\_\_\_\_ At IRB: \_\_\_\_\_

Action:         Approved             Approved with Revision             Disapproved

Signature of IRB Chair: \_\_\_\_\_ Date: \_\_\_\_\_

