 

# FORM B REQUEST FOR

Modification Annual Review Research Termination Research Completion

**FORM**

This box is for SAU – IRB Office Use Only

IRB Tracking #

Modification

Annual Review

Research Termination

Research Completion

Date Received

Exempt

Expedited

Full Review

Animal/Plant

1) IRB Board Approver

Name

 Name

Date

2) IRB Board Approver

Date

Date Approval Sent

# Please complete the information below for our tracking purposes.

**Title of Research Project:**

**Previous/Current IRB Tracking # (if applicable)**

**Principal Investigator: E-mail:**

**Phone #:**

**Faculty Advisor (if applicable): E-mail:**

**Phone #:**

Provide the required information in the space available. If additional space is needed, attach a separate sheet or expand that section of the form. Both scanned original signatures and typed electronic signatures are acceptable.

**Incomplete submissions will be returned to the applicant with review.** All forms and research instruments should be submitted by email to irb@southern.edu.

**Project Status:** Please select the status of the project below: Active – Project ongoing.

No changes are planned and the project will continue as previously approved by the IRB. Changes are planned. Please complete the section on page 2.

Project completed!

**Notification of Changes:** Please check the appropriate boxes below and provide additional information where appropriate (e.g. new title, new PI, description of changes, etc.) If no changes are planned or project is completed, please leave blank.

Change to the project title, if different from your last approval letter, ***please provide new title:***

Change(s) of principal or co-principal investigators(s), other collaborators, or change in faculty advisor(s). Insert name changes here:

Changes(s) to project which will affect participation of human subjects. Revise and Amend any relevant sections of Form A and submit these changes with a Form B. ***This requires a new Form A as well as this Form B***. Remember, there is no change too small to report to IRB.

Change(s) to informed consent forms and/or assent forms(s). ***Submit new consent Forms with a Form B.***

Additional locations for conducting project. Submit with this Form B a copy of the letter(s) from these organizations which have given permission for you to conduct your research in their institution. The letters should be on the institution’s own letterhead. ***List the new locations where research is being completed here:***

Unexpected risks to subjects. If you have encountered unexpected risks to research Subjects (e.g., breaches of confidentiality) or to yourself (e.g., angry parents, threats

of violence). ***Submit a copy of the Incident Report Form(s) with a Form B and describe how you have or will resolve the problem***:

Other changes: ***Please explain these changes here:***

Signatures: If submitted by a faculty member, electronic (typed) signatures are acceptable. If submitted by a student, please print out completed form, obtain the faculty advisor’s signature, scan completed form, and submit it via e-mail. Only Word documents or PDF files are acceptable submissions.

Principal Investigator or Student Date

Faculty Advisor (if applicable) Date