

**Trine University**

**Institutional Review Board**

**Application Renewal Form**

Trine University is committed to safeguarding and respecting the rights and welfare of human participants involved in research. The Trine Institutional Research Board (IRB) is responsible for conducting initial and continuing review of research involving human participants. Research involving: physical or psychological stress, a risk of harm, invasions of privacy, documentation of private information in which participants might be identified, concealment of deception, or any undesirable consequences for the participant, are all subject to IRB review. Investigators cannot begin research with human participants until a completed application has been submitted, reviewed and approved by the Trine IRB.

The purpose of this application is to ensure that human research participants are protected. It is the task of the researcher to minimize the negative consequences of any research, justify any negative consequences that cannot be eliminated, and to provide adequate information for participants to make informed decisions. IRB approval not only protects the human participants, but also protects the researcher, the advisor, and Trine University.

 **Renewal Application**

*Annual IRB review is required for ongoing research with human participants. Researchers* continuing with recruitment of human participants and/or data analysis must apply for renewal using this application. Researchers with ongoing projects using human participants will receive email notification two months prior to the renewal deadline.

***Note:*** *If a researcher does not file for renewal by the project’s one year deadline, he/she will be required to resubmit his/her project through the entire IRB application process as a new project.*

 **Instructions for Completing the IRB Renewal Application**

*Complete the following application in its entirety.* Do not insert "see attached" in any of the application blanks. You may excerpt material from your thesis or grant proposal, but your application should be relatively concise.

***Note:*** *If you have made changes to any of supporting documents such as your informed consent, child assent form (if applicable), recruiting materials, or survey/interview questions, submit copies of the new documents with your renewal application.*

Revised materials and this form should be uploaded to IRBnet as a new package for the original project.

**Checklist for application submission:**

[ ] IRB Renewal Application

**If any changes have been made, also submit:**

[ ]  Informed consent form

[ ]  Child assent form (if applicable)

[ ]  Recruiting materials (phone script, fliers, ads, etc)

[ ]  Survey/questionnaire, focus group or interview questions (if applicable)

[ ]  Conflict of interest/financial interest disclosure (if applicable)

[ ]  Letters of support (if you are conducting research at another agency, school, etc).

**Renewal Application Submission:**

Submit your Renewal Application via IRBnet.

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**Application Renewal Form**

**RENEWAL INFORMATION**

**Date of Last Approval**: Approval Date

**Indicate type of review:** [ ]  **Exempt** [ ]  **Expedited** [ ]  **Full**

**APPLICANT INFORMATION**

**Investigator name(s):** Investigator Name(s)

**Project Title:** Project Title

**Department & Campus, if not Main Campus:** Department & Campus Location

**Investigator Mailing Address:** Investigator Mailing Address

**Investigator E-mail Address**: Investigator Email Address

**Investigator Telephone:** Investigator Telephone #

**PROJECT INFORMATION**

What is the status of this project?

[ ]  Recruiting participants

[ ]  Recruitment complete; following participants

[ ]  Data collection complete; Data analysis only

[ ]  Study not begun

[ ]  Other (please explain):

What is the total number of participants approved for this study?

**Male** # of Male Participants Approved

**Female** # of Female Participants Approved

**Unknown** # of Unknown Participants Approved

**Total** # of Total Participants Approved

Currently, how many participants have been enrolled?

**Male** # of Male Participants Enrolled

**Female** # of Female Participants Enrolled

**Unknown** # of Unknown Participants Enrolled

**Total** # of Total Participants Enrolled

Is this project funded?

[ ]  Yes [ ]  No

1. If yes, what is the funding agency and grant number (not all grants have grant numbers; if you have received an internal grant or a corporate/foundation grant, please indicate the source of funding)?

Funding Agency

1. If yes, are there any conflicts of interest between the investigator(s) and the funder?

Conflicts of Interest

Describe any participant complaints, early withdrawals, adverse events, injuries or problems with the research study: (If none, write “none.”)

Describe Participant Complaints or Adverse Events

Have there been changes in principal investigator, co-investigators, or research staff?

[ ]  Yes (Explain below) [ ]  None

Click here to enter text.

Given any preliminary results, have there been any changes that would affect a participant’s decision on whether to participate in this study?

[ ]  Yes (Explain below) [ ]  None

Click here to enter text.

Has the risk/benefit relationship for participants changed since the initiation of the study?

[ ]  Yes (Explain below) [ ]  None

Click here to enter text.

Has the IRB approved any changes to the study? List previous changes in the study and dates approved by the IRB.

[ ]  Yes [ ]  None

Click here to enter text.

Have there been any changes to the consent forms since the last IRB approval?

[ ]  Yes [ ]  None

*If yes, submit all current consent forms to IRBnet. Highlight any changes from the originally approved version. Explain any changes here.*

Click here to enter text.

**Completed forms should be submitted through IRBnet.**