

## Notification of Approval

Approval date \_\_\_\_\_

IRB project # \_\_\_\_\_

Dear \_\_\_\_\_,  
Principal Investigator

The Benedictine College Institutional Review Board (IRB) has reviewed your research application

---

Project Title

and found that it complies with policies established by the College for protection of human subjects in research. Unless renewed, approval lapses one year after approval date.

1. You must provide the IRB with an annual status report to maintain approval.
2. Any significant change in the experimental procedure as described must be reviewed by the IRB prior to altering the research.
3. Notify the IRB about any new investigators not named in the original application.
4. Any injury to a subject because of the research procedure must be reported to the IRB immediately.
5. When signed consent documents are required, the Principal Investigator must retain the signed consent documents for at least three years past completion of the research activity. If you use a signed Informed Consent form, provide a copy to subjects at the time of consent.
6. IRB approval and expiration dates must be included on all Informed Consent forms.
7. If this is funded research, keep a copy of this approval letter with your proposal/grant file.

Please inform the IRB when this project is terminated. Unless renewed, approval lapses one year after the approval date. If you have any questions, please contact me.

Sincerely,

---

IRB Chair  
Chair, Benedictine College IRB

---

Chair phone # and email address

CC: \_\_\_\_\_  
Student Research Director