



INDIANA UNIVERSITY

OFFICE OF RESEARCH ADMINISTRATION

To: Alexander C. McCormick
Education/ELPS

From: IUB Human Subjects Office
Office of Research Administration – Indiana University

Date: March 11, 2010

RE: EXPEDITED APPROVAL – PROTOCOL RENEWAL
Protocol Title: Beginning College Survey of Student Engagement
Protocol #: 08-13060 (0406000001)
Sponsor: N/A

The above-referenced protocol was reviewed by the IRB. The protocol is approved as **ONGOING – OPEN TO ENROLLMENT** for a period of **MAR 10, 2010** through **MAR 9, 2011**. This approval does not replace any departmental or other approvals that may be required.

If you submitted and/or are required to provide participants with an informed consent document, study information sheet, or other documentation, **a copy of the approved stamped document(s) is enclosed and must be used**.

As the principal investigator (or faculty sponsor in the case of a student protocol) of this study, you assume the following responsibilities:

- 1. CONTINUING REVIEW:** Federal regulations require that all research be reviewed at least annually. You may receive a renewal reminder approximately two months prior to the expiration date; however, it is the Principal Investigator's responsibility to obtain continued approval from the IRB *before* the expiration date. If the IRB does not grant continued approval by this date, the study will automatically expire, requiring all research activities, including enrollment of new participants, interaction and intervention with current participants, and analysis of identified data to stop.
- 2. AMENDMENTS:** Any proposed changes to the research must be approved by the IRB prior to implementation. To request approval, please complete an Amendment form and submit it, along with any revised study documents, to iub_hsc@indiana.edu. Only after approval has been granted by the IRB can these changes be implemented.
- 3. ADVERTISEMENTS:** Only IRB-approved advertisements may be used to recruit participants for the study. If you submitted an advertisement with your study submission, an approved stamped copy is provided with the approval. To request approval of an advertisement in the future, please submit an amendment, explaining the mode of communication and information to be contained in the advertisement.
- 4. COMPLETION:** Prompt notification must be made to the IRB when the study is completed (i.e. there is no further subject enrollment, no further interaction or intervention with current participants, including follow-up, and no further analysis of identified data). To notify the IRB of study closure, please obtain a close-out form at http://researchadmin.iu.edu/HumanSubjects/IUB/hs_forms.html.
- 5. LEAVING THE INSTITUTION:** The IRB must be notified of the disposition of the study when the principal investigator (or faculty sponsor in the case of a student project] leaves the institution.

Note: SOPs exist covering a variety of topics that may be relevant to the conduct of your research. For more information on the relevant policies and procedures, go to <http://www.iupui.edu/~respoly/human-sop/human-sop-index.htm>.

You should retain a copy of this letter and any associated approved study documents (e.g. informed consent or advertisements) for your records. All documentation related to this study must be maintained in your files for audit purposes for at least three years after closure of the research; however, please note that research studies subject to HIPAA may have different requirements regarding file storage after closure. Please refer to the project title and number in future correspondence with our office. Additional information is available on our website at http://researchadmin.iu.edu/HumanSubjects/IUB/hs_home.html. Please contact our office if you have questions or need further assistance.

Thank you.

