**Bentley University**

**Institutional Review Board**

**Research Progress and Review Report**

All research that has received Bentley Institutional Review Board (IRB) approval must be reviewed at least annually (or more often as determined by the IRB in its initial review of the project).[[1]](#footnote-1) A continuation of approval is needed if the Principal Investigator (1) is continuing to recruit subjects or plans to continue the data collection process; or (2) is continuing to analyze data collected on the project. A final report is required when the Principal Investigator has completed all procedures that involve human subjects (e.g., recruitment, data collection and analysis).

**1. Principal Investigator Information**

**Project Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal Investigator(s)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Contact Information**:

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bentley phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bentley Office Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Initial Determination**: Expedited: \_\_\_ Full Committee Review: \_\_\_

**Funding Status**: Not Funded: \_\_\_ Bentley Funded: \_\_\_

 Externally Funded (or Pending) \_\_\_ Funding Source: \_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Type of Review Requested**

\_\_\_Continuing Project: Subjects are being recruited or will be recruited.

\_\_\_Continuing Project: Subject recruitment is complete. Please check one of the following:

\_\_\_Data collection will continue.

\_\_\_Data collection is complete. Data are being analyzed.

\_\_\_Final Report: All activities involving human subjects are complete as of *(date)* \_\_\_\_\_\_\_\_\_\_.

**3. Update of Project Activity**

Since the last progress review:

* Have there been any complications, reactions, or adverse effects on human subjects?

 No \_\_\_

Yes \_\_\_ Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Have there been any modifications to your study protocol?

 No \_\_\_

Yes \_\_\_ Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Status of Subject Recruitment**

* How many subjects were in the original form submitted to the IRB for approval? \_\_\_\_\_
* How many subjects have been studied? \_\_\_\_\_
* How many subjects do you still plan to recruit? \_\_\_\_\_
* How many subjects have refused to participate? \_\_\_\_\_
	+ Why did they refuse to participate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How many subjects have dropped out of the study? \_\_\_\_\_
	+ Why did they drop out of the study? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Proposed Modifications**

Are you requesting any modifications to your study protocol at this time? A modification is any change to the previously approved protocol (e.g., subject selection, recruitment procedures, survey/interview revisions, and personnel involved).

 No: \_\_\_\_\_

Yes: \_\_\_\_ (Submit all supporting documents for approval by the Bentley IRB.)

**6. Principal Investigator**

Check one of the following two options. Then, sign and date this form and submit it electronically along with all supporting documentation to Susan Richman (srichman@bentley.edu).

\_\_\_\_**Final Report**: I certify that this *Research Progress and Review Report* is accurate and that the research activities involving human subjects were conducted as stated in the Bentley IRB approved protocol. This research project is now complete.

**\_\_\_\_Continuing Project**: I certify that this *Research Progress and Review Report* is accurate. I will submit any proposed modifications in the research activities to the Bentley IRB for approval prior to implementation. I will abide by the Federal and Bentley University policies related to research involving human subjects.

**Principal Investigator**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_

 Signature

**Bentley IRB Approval**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_

 Signature

**For questions, please contact**:

Susan Richman

IRB Chair

781-891-2660

GA\_IRB@bentley.edu

*Revised: Oct. 2019*

1. Research Projects that have been reviewed by the Bentley IRB and determined to be *Exempt* from further IRB review do not require an annual filing of the *Research Progress and Review Report*. [↑](#footnote-ref-1)