

## IRB PROCEDURE STATEMENT

### Procedure: Project Removal

Procedure ID: 2022-15

Effective: March 1, 2017

Revised: May 2022

#### A. Background

In order to manage IRB protocols efficiently, the database (i.e., [IRBNet](#)) will be reviewed once a month to identify inactivity on protocols that have not yet been approved.

#### B. Procedure

If a research project has not been active during the prior month, then the IRB will request and do the following:

##### 1. Modifications Required:

- The Principal Investigator (PI) will have one month to respond to such modifications.
- If the PI does not respond within one month or more, a “no response” letter will be sent.
- The “no response” letter indicates that responses to modifications required must be received by a specific date, in roughly one month, or the submission will be withdrawn.
- If the PI does not respond by the date indicated the project will be withdrawn on the day indicated in the letter.
- Once a project has been withdrawn, revisions cannot be made.

##### 2. Package “Unlocked”/ Incomplete:

- The Principal Investigator (PI) will have one month to respond to provide requested information (e.g., sign the package, complete required training, etc.).
- If the PI does not respond within one month or more, a “no response” letter will be sent.
- The “no response” letter indicates that responses to modifications required must be received by a specific date, in roughly one month, or the submission will be withdrawn.
- If the PI does not respond by the date indicated the project will be withdrawn on the day indicated in the letter.
- Once a project has been removed (withdrawn), revisions cannot be made.