

IRB POLICY AND PROCEDURE STATEMENT

Policy/Procedure: Project Withdrawal

Policy/Procedure ID: 17-03-001 **Effective:** March 1, 2017

A. Policy

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

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to modifications required must be received by a specific date, in roughly one month, or the submission will be withdrawn.
 - If the PI does not respond by the date indicated the project will be withdrawn on the day indicated in the letter.
 - Once a project has been withdrawn, revisions cannot be made.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to modifications required must be received by a specific date, in roughly one month, or the submission will be withdrawn.
 - If the PI does not respond by the date indicated the project will be withdrawn on the day indicated in the letter.
 - Once a project has been withdrawn, revisions cannot be made.