

**University of the Pacific  
Institutional Review Board  
Form for Continuing Review or Final Report**



Investigator:	
Project Title:	
Expiration Date:	

*The principal investigator has the responsibility of submitting information to the IRB for continuing review, at least annually or more often as determined by the IRB in its initial review of the project. This form must be completed and submitted 1.) to conduct any further research with human subjects, or 2.) to indicate that procedures with human subjects are completed. Submit to Research and Graduate Studies at least one month prior to the indicated expiration date.*

<input type="checkbox"/> Continuing Project Review for year            of a            year project
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OR

<input type="checkbox"/> Final Report Activities involving human subjects ended on            (date)
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Number of subjects seen to date	
Number of subjects to be seen in the next 12 months	
Have there been any adverse effects on human subjects? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain:	
Have there been any changes in activities or subject groups since the last review period? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain:	
Have there been any other problems related to human subjects? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain:	
Have there been any other problems related to human subjects? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain:	
If project is continuing, are there any anticipated changes in activities involving human subjects in the next 12 months? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain:	

If a **Continuing Project**, PLEASE ATTACH A COPY OF THE INFORMED CONSENT FORM(S) you are currently using.

If a **Final Report**, please note that investigators are required to retain informed consent forms for three years following completion of the research.

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### **Certifications for Continuing Review or Final Report**

#### **To be Completed by Principal Investigator:**

Check A or B:

A. Continuing Review: I certify that there are no planned changes in the study which affect the use of human subjects, that I will present to the IRB for approval any proposed modifications in the research activities prior to implementation; and, that the use of human subjects is in accordance with federal University regulations.

B. Final Report: I certify that the research activities involving human subjects were conducted as approved in prior protocols by the IRB; that the project is now complete; and, that any additional activities will be submitted for review by the IRB prior to implementation.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### **To be Completed by Faculty Advisor (if student project):**

In sponsoring this project, I certify that it has been in compliance with federal and University regulations governing the protection of human subjects, that any continuing activities will also be in compliance, and that any proposed changes in activities will be submitted to the IRB for review prior to implementation.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### **To be Completed by IRB Administrator:**

Approved

Refer to IRB for Review

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Submit to Research and Graduate Studies at least one month before expiration date of last IRB approval.*