

## REQUEST FOR IRB RENEWEL

If a researcher is unable to collect the data in the one calendar year time frame, a researcher may request to the IRB an extension of time to collect data.

*Note: This form is for renewal of IRB approval of Human Subjects Research without revision. If the research has been revised since its most recent approval, or you intend to revise the research, submit a Change of Protocol Form to the IRB, in addition to the Continuing Review.*

- **It is the PI’s responsibility to file a renewal request at least 15 days prior to expiration date (for Exempt and Expedited applications).**
- **If you are requesting renewal for Full-Board approval of an application, you must submit the request form by the deadline stipulated on the Full-Board Submission Deadline Schedule (located on the IRB webpage/Canvas Companion/Student Success Guide).**
- **Approval of a renewal request is not guaranteed.**
- **Automatic termination of IRB approval will occur on the expiration date. We will close this file and all research related to this project must cease.**
- **If you do not need to renew your IRB approval, you must submit a Study Closeout Form (located on the IRB webpage/Canvas IRB Companion/Student Success Guide).**

CLARKSON COLLEGE - Institutional Review Board (IRB) REQUEST FOR RENEWAL	
Instructions: This application must be completed and submitted <i>prior</i> to the IRB approval expiration date. If the study requires full-board approval, the application for renewal must be submitted <i>prior</i> the submission deadline for full-board review (see full-board meeting schedule located on the IRB web page/Canvas IRB Companion/Student Success Guide). Approval of application for renewal is not guaranteed.	
<b>SECTION I</b>	
IRB#:	
Title of Study:	
Principal Investigator:	
Address:	
Clarkson College ID#:	
Phone Numbers:	(work) <span style="margin-left: 100px;">(cell/home)</span>
Email: <sup>1</sup>	
Co-Investigator:	

<sup>1</sup> Investigators outside the College should provide the email address issued by their institution.

Address:	
Clarkson College ID#:	
Phone Numbers:	(work) <span style="float: right;">(cell/home)</span>
Email:	
Present or Proposed Source of Funding ( <i>if applicable</i> ):	
(Office Use Only)	
<b>IRB #:</b>	<b>Date Received:</b>

**SECTION 1A** (for studies in progress)

1. Provide a summary of your progress to date.
2. Describe any additional risks or benefits observed during the course of the study.
3. When do you expect the research to be completed?

**SECTION 1B** (for studies that have **never** been initiated)

1. Provide an explanation of why the research was **never** initiated.
  2. List any additional risks that have been identified since the most recent approval.
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(Office Use Only)

**IRB #:**                      **Level of Review:** \_\_\_ Exempt \_\_\_ Expedited \_\_\_ Full-Board  
**Approved:** Y or N    **Date Approved:**  
**IRB Signature:**

**SECTION II**

\_\_\_\_\_  
**Printed Name of Principal Investigator**

Date

\_\_\_\_\_  
**Signature of Principal Investigator**

Submit the Request for Renewal form via email at [IRB@clarksoncollege.edu](mailto:IRB@clarksoncollege.edu) or mail them to Clarkson College at the address listed below. A scanned PDF of the executed (signed) signature page(s) can be attached with the submission.

*Note: Changes in protocol must not be implemented prior to IRB approval.*

**Clarkson College Institutional Review Board**  
**101 S. 42<sup>nd</sup> Street**  
**Omaha, NE 68131**  
**Phone: 402.552.3100; Fax: 402.552.6019**