Appendix C: IRB Action Request

**IRB Control No: Date:**

**Project Title:**

**PI Name: Command & Code:**

Check appropriate statement:

\_\_ 1. I request approval of the attached protocol. This protocol follows the policies and procedures in the Marine Corps HRPP Policy and Procedures and its references. Proposed changes in the research activity will be reported promptly to the IRB and will not be executed without prior IRB approval except when necessary to eliminate apparent immediate hazards to the subject. (Attach Full Protocol with enclosures.)

\_\_ 2. I request interim release of funds in the amount of (maximum 50% of total planned funding). This research project will or may collect data from human subjects, but the experimental design is not yet complete. No data from human subjects will be collected until the research protocol has been submitted, reviewed, and approved by the IRB. Funds released will only be used for those phases of the research that do not involve human subjects. I anticipate that the research protocol will be submitted on or before (date). (Attach Full Protocol with information known at this time.)

\_\_ 3. I request approval of changes in this research protocol as described in the attached document(s). I understand that these changes will not be executed without IRB approval. (Attach Revised Full Protocol or memorandum with requested changes clearly annotated*,* along with any documents affected by the change.)

*Provide a brief summary of proposed changes and justification:*

\_\_ 4. I am submitting a Project Completion/Termination Report as required by the Marine Corps HRPP Policy and Procedures.

\_\_ 5. I am submitting a Continuing Review Report as required by the Marine Corps HRPP Policy and Procedures.

\_\_ 6. I am submitting an Unexpected Problem/Adverse Event Report as required by the Marine Corps HRPP Policy and Procedures.

\_\_ 7. Other. Please explain in detail for the Board.

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| --- | --- | --- |
|  |  | I certify by my signature that this protocol **is** \_\_ / is **not** \_\_ scientifically sound. |
|  |  |  |
| *PI Signature* | *Date* |  | *Supervisor Endorsement* | *Date* |

**Dates of IRB Actions**

| **IRB Action** | **Date** |
| --- | --- |
| Package Received |  |
| Convened IRB Review or Expedited IRB Review |  |
| PI Notification |  |
| Approval letter signed/forwarded |  |
| Documents to DON HRPP |  |