**USMC IRB Continuing Review and Progress Report Template**

**USMC IRB Points of Contact**

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**References**

The primary reference for research protocols conducted under the oversight of the USMC IRB is the USMC HRPP Policy and Procedures. The policy and other resources are available on the USMC HRPP (https://www.tecom.marines.mil/Resources/USMC-Human-Research-Protection-Program/).

**Instructions**

* Use this template to submit a request for continuing review or a progress report (as applicable to your protocol).
* Enter information in the blank table cells associated with each item. The table cells in each section will expand to allow you to enter as much information as needed.
* Complete all sections as thoroughly as possible to ensure the IRB has the information needed to conduct the review. If necessary, attach additional information.
* In the final section, list all materials you are submitting with the report.
* If you have questions about what to include, reach out to the IRB staff.

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| **Protocol and Submission Information** | | | | |
| Protocol Number: |  | | | |
| Title of Research: |  | | | |
| Principal investigator name, command, and contact information: |  | | | |
| Submission type (add an X next to the correct type): |  | Request for Continuing Review |  | Progress Report |

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| **Progress/Continuing Review Information** | |
| 1. | Summarize progress of the research to date. |
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| 2. | Describe any remaining work on the project involving human subjects or data protected under the protocol and informed consent agreement. Include expected completion date (if applicable). |
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| 3. | Summarize the demographics of subjects to include the total number of subjects who gave consent to participate and a breakdown according to characteristics relevant to the research. |
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| 4. | Were any subjects included who did not meet the selection criteria or should otherwise have been excluded? If so, explain the circumstances. |
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| 5. | Describe significant issues that have occurred, particularly those that may relate to human subjects issues, such as unplanned delays affecting the selection or use of human subjects, complaints received from subjects or others, adverse events, and unanticipated problems. |
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| 6. | If any enrolled subjects have been unable or unwilling to continue participation, explain the circumstances (do **not** identify the subjects). |
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| 7. | Describe any significant changes in, or deviations from, the protocol since it was last approved that have not been addressed via an amendment. |
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| 8. | Provide any additional information that may be useful to the IRB in reviewing the request for continuing review or progress report. |
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| **Submission Materials** | | | |
| NOTE: Use this section to list all materials that will be included with this submission. Put an “X” in one of the columns to the right to indicate whether the item is included or not applicable. | | | |
|  | Required Materials | Included | N/A |
|  | IRB Action Request (signed) |  |  |
| Personnel Information Sheet/Conflict of Interest Statement/Investigator Affirmation Worksheet updated with all current protocol personnel (if no changes have been made since the last Continuing Review or Progress Report, you may include the last worksheet submitted and note “no changes” in the table cell to the right) |  |  |
| Updated documentation of required CITI training and qualifications documents for all research personnel if needed. |  |  |
| Current informed consent materials (e.g., agreement form, script, study information sheet) being used in the research, unless a waiver of the requirement to obtain consent has been approved. |  |  |
|  | Other Submission Materials | | |
|  | NOTES:  1. If interim research outcomes are being submitted, list each separately.  2. Add additional rows as needed to list all materials submitted. | | |
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