IRB-SBS
1-2B Admin Check-in Warning Email

Email Subject: IRB-SBS (protocol number) Warning!

Protocol Title:
Protocol Number:
Protocol Status: Active

Warning: We have not received a response regarding this protocol’s status. If we do not receive a response in a timely manner, we will close the study.

In order to maintain your active status, we require a yearly protocol status update.

- Do you need to modify the protocol ([https://research.virginia.edu/irb-sbs/modifying-approved-protocol](https://research.virginia.edu/irb-sbs/modifying-approved-protocol))? If so, click here. (link to protocol’s copy protocol tool)
- Do you need to report an unexpected event or noncompliance ([https://research.virginia.edu/irb-sbs/reporting-unexpected-event](https://research.virginia.edu/irb-sbs/reporting-unexpected-event))? If so, click here. (link to copy protocol tool)

If none of the above apply, click here ([link to protocol status form](https://research.virginia.edu/irb-sbs/personnel-management-tool)) to either indicate that the protocol is still active or to close the study.

If you have changes to your personnel, make sure to update the personnel listed on the protocol ([link to: https://research.virginia.edu/irb-sbs/personnel-management-tool](https://research.virginia.edu/irb-sbs/personnel-management-tool)). If so, click here. (link to protocol’s personnel management tool)