



Brandeis University

Committee for Protection of Human Subjects

REPORT OF PROGRESS AND REVIEW REQUEST

Research that has received BCPHS approval must be reviewed at least annually or more often as determined by the BCPHS in its initial review of the project. A continuation of approval is needed if you 1) are continuing to recruit subjects and/or plan to continue data collection or 2) are analyzing data collected on this project. A final report is necessary if you have completed all procedures that involve human subjects (e.g., recruitment, data collection and analysis).

I. Investigator Information:

Principal Investigator: _____

Project title: _____

Department: _____ Work phone: (_____) _____

Home phone: (_____) _____ Email Address: _____

Present Brandeis Affiliation: Faculty ___ Student ___ Staff ___ Other (describe): _____

Faculty Sponsor (for non-faculty projects): _____

Mailing Address/Code (Home or Campus): _____

Is this Project Funded? No ___ Yes ___ Brandeis #4- _____ BCPHS Protocol #: _____

II. Type of Review Requested:

a. ___ Continuing Project - Subjects are being recruited or will be recruited.

b. ___ Continuing Project - Subject recruitment is complete. Please check one of the following:

___ Data collection will continue.

___ Data collection is complete. Data are being analyzed.

c. ___ Final Report - All activities involving human subjects are complete as of _____.

III. Update of Project Activity:

Since the last review period,

a. Have there been any complications, reactions, or adverse effects on human subjects? ___ Yes ___ No

b. Have there been any changes in the literature that would affect your study? ___ Yes ___ No

c. Have there been any modifications to your study protocol? ___ Yes ___ No

Note: If you have answered Yes to any of the preceding questions, attach a brief report to summarize the changes or events.

IV. Status of Subject Recruitment:

a. How many subjects were originally planned for inclusion in this study? _____

b. How many subjects have been studied? _____

c. How many subjects do you still plan to recruit? _____

d. How many subjects have refused to participate? _____

V. Proposed Modifications:

____ Yes ____ No Are you requesting any modifications to your study protocol at this time? A modification is any change to the previously approved protocol (e.g., subject selection, recruitment procedures, survey/interview revisions, and personnel involved, etc.). If Yes, submit a completed Request for Modification form and supporting documents for approval by the BCPHS.

VI. Principal Investigator: (check one of the two choices, sign and date)

_____ Final Report: I certify that this progress report is accurate and that the research activities involving human subjects were conducted as stated in the CPHS approved protocol. This research project is now complete.

_____ Continuing Project: I certify that this progress report is accurate. I will submit to BCPHS for approval any proposed modifications in the research activities prior to implementation. I will abide by the Federal and University policies related to research involving human subjects.

Investigator Signature: _____ **Date:** _____

Student Initiated Research: The signature of the faculty advisor is required in research where the student is identified as the principal investigator. The faculty advisor's signature verifies that the research will be conducted in compliance with federal and Brandeis University policies. The faculty advisor is expected to monitor the research activity to insure that the protocol approved by Brandeis University's BCPHS is followed. Your signature below verifies understanding of these responsibilities.

Faculty Advisor Signature: _____ **Date:** _____

VII. Submission Instructions for type of review:

- a. Complete each section of this form and either b, c, or d below depending on the type of review.
- b. If this protocol received initial review by the **full committee** and you are continuing to recruit or test subjects, submit one signed, hard-copy original delivered to the Office of Research Administration, Bernstein-Marcus Rm. 121, or mailed to Brandeis Committee for Protection of Human Subjects, MS #116, and one copy via e-mail to irb@brandeis.edu of the following: this form, the current approved protocol, a brief summary of protocol changes/events (see Section III of this form), and informed consent document(s).
- c. If this protocol was **expedited** during initial review and you are continuing to recruit or test subjects, submit one signed, hard-copy original delivered to the Office of Research Administration, Bernstein-Marcus Rm. 121, or mailed to Brandeis Committee for Protection of Human Subjects, MS #116, and one copy via e-mail to irb@brandeis.edu of the following: this form, the current approved protocol, a brief summary of protocol changes/events (see Section III of this form), and informed consent document(s).
- d. If research activity on this protocol will be limited to **data analysis** or this report is submitted as a **final report**, submit one signed, hard-copy original delivered to the Office of Research Administration, Bernstein-Marcus Rm. 121, or mailed to Brandeis Committee for Protection of Human Subjects, MS #116, and one copy via e-mail to irb@brandeis.edu of the following: this form and the current approved protocol.

For questions, please call 781-736-8133, e-mail irb@brandeis.edu or access the BCPHS web site at <http://www.brandeis.edu/osp/hsintro>.

BCPHS Use Only. Reviewer: _____/_____ Date: _____ Renewal: A CA D ; Modification: A CA D; Final Report: _____

BCPHS 2/18/2009