IRB Review and Submission Process: Research Protocol Check-in

PI's are required to complete a Research Protocol Check-in (RPC) and provide a status of the research at an interval determined by the IRB. The check-in date is provided on the IRB approval letter.

Additional Info

- PI completes RPC @ [https://forms.office.com/r/Bt2u8h4bA1](https://forms.office.com/r/Bt2u8h4bA1).

- During completion of the RPC the PI indicates the status of the research.

- During completion of the RPC the PI indicates the IRB review category:
  - Exempt: NPS.2022.0001-IR-EM7-A
  - Expedited: NPS.2022.0001-IR-EP7-A

- HRPP Specialist reviews for completeness and compliance. PI is contacted if updates are needed.

- PI is notified of the review results:
  1. Protocol is closed, or
  2. A Final Report* is required (to close expedited research), or
  3. A new research protocol check-in date is assigned.

* Follow Protocol Closure flow chart for submission guidance.

Flowchart:

1. Principal Investigator (PI) completes Research Protocol Check-In (RPC)
2. Is the study complete?
   - Yes: Protocol closed. PI is notified.
   - No: Study is Exempt
     - Yes: HRPP Specialist reviews and closes protocol
     - No: PI submits Final Report (FR) to close protocol*