

**University of Missouri-Kansas City
Social Sciences Institutional Review Board**

INSTRUCTIONS FOR RESEARCH PROGRESS REPORT

(Please DO NOT Include the Instructions Pages with Your Submission)

Please read and follow these directions carefully. Incomplete reports may result in delayed review. This form is to be used to request continuing review, amendments, or to submit a final report.

1. Continuing Review

All research is required to be reviewed **at least annually** or more often as determined by the SSIRB in its initial review of the project. The purpose of this process is to review an entire study to determine whether the anticipated risks and benefits are reflected in the experience of research participants and whether the safeguards put in place at the time of original approval are adequate to ensure the safety of research participants. You will need to request a continuing review if you are continuing to recruit research participants and/or plan to continue data collection, or are analyzing data which contains identifiable information or has links to such information.

It is the principal investigator's responsibility to complete and return the continuing review material in a timely manner.

If this form is not returned on time, and renewal is not approved before the expiration date **no human subject activities may take place unless** the SSIRB has a concern for the safety of research participants and the investigator is actively pursuing approval.

2. Amendment

All modifications to human subjects research must be reviewed and approved **prior to implementation**. Such modifications could include but are not limited to, changes to the study design, procedures, additional site, additional subject population, new measures, different methods of recruitment, change in personnel, or to the consent form, information script/letter, etc. In addition modifications that need to be submitted as an amendment request include changes that either reduce or increase the risks to subjects.

3. Final Report

A final report is required once you have completed all procedures that involve human subjects including recruitment, data collection and data analysis. Once a final report is received and approved the study will be closed and the investigator will be under no further reporting obligation to the SSIRB.

ALL SUBMISSIONS USING THE RESEARCH PROGRESS REPORT

1. Please read through the entire form before beginning.
2. Make sure that you are completing the most updated version of this form. Check <http://www.umkc.edu/research/protections>.
3. Complete the items on the form relevant to your request (continuing review, amendment or final report).
4. Handwritten forms will not be accepted. All submissions must be legible and suitable for photocopying. Do not staple documents; use paper clips instead.
5. Double click on check boxes to check them.
6. Fill out and attach the appropriate appendices required by responses in the application.
7. Attach and label all supporting documentation.
8. Submit one copy of the signed Research Progress Report Form. Signatures of investigator and faculty advisor, if PI is a student, are required.

CONTINUING REVIEW ONLY (no modifications)

In addition to materials listed in “All Submissions” answer all relevant questions and include the following:

1. If you are still enrolling research participants and the study uses a consent form include a copy of the currently approved (stamped) consent form as well as a clean copy. Check the most recent requirements for consent forms and make sure that the clean copy you send conforms. Also note any changes made to the revised version. After your study is reapproved the consent form will be stamped with approval period dates and returned to you. This is the version that you will need to reproduce to give to your research participants.
2. If there have been any changes to the funding submit a copy of the new scope of work and contractual obligations if any.
3. If the study has been reviewed by another Institutional Review Board submit an updated approval letter.
4. Attach training verification for any research team members for whom there is no certification on file.
5. Attach a curriculum vita for any research team members for whom there is none on file with either the SSIRB or AHSIRB.
6. If any team member has a financial interest in the research or its products or in the study sponsor and does not have a financial interest form on file with the SSIRB submit an updated financial interest disclosure form.

AMENDMENT REQUEST ONLY (no continuing review)

In addition to materials listed in “All Submissions” answer all relevant questions and include the following:

1. If there are any revisions to the consent form provide two copies. Indicate changes by underlining and using boldface type for additions, and strike out deletions on one copy and provide one unmarked copy with at least a one inch margin at the bottom which can be stamped.
2. Attach any modified documents or instruments such as surveys, questionnaires, recruitment scripts, information letters, etc.
3. Insert the proposed changes in the Application for Review of Research Involving Human Subjects Form. Indicate changes by underlining and using boldface type in the same manner as described for the consent form. Be sure the date on the revised application is consistent with the date the amendment is submitted.
4. If you are adding a site be sure and attach the site permission letter, any HIPAA documentation required, and IRB approval if applicable.

COMBINED CONTINUING REVIEW AND AMENDMENT REQUEST

In addition to materials listed in “All Submissions” include information listed under both “Continuing Review” and “Amendment Request” and answer all relevant questions.

FINAL REPORT

In addition to materials listed in “All Submissions” complete the relevant parts of the form.