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| The purpose of this worksheet is to provide support for staff who send communications after an IRB review.[[1]](#footnote-2) |
| IF THE CONVENED IRB, DESIGNATED REVIEWER, or other designee: | COMPLETE THE FOLLOWING TEMPLATE LETTER OR EQUIVALENT AND SEND TO ALL INDIVIDUALS LISTED IN CC LIST |
| Approved protocol | HRP-510 - TEMPLATE LETTER - Approval |
| Approved a participating site | HRP-870 - TEMPLATE LETTER - Site Approval |
| Acknowledged a protocol closure | HRP-511 - TEMPLATE LETTER - Closure |
| Required modifications to protocol to secure approval | HRP-512 - TEMPLATE LETTER - Mods Req to Secure Approval |
| Required site modifications to secure approval  | HRP-872 - TEMPLATE LETTER - Site Modifications Required to Secure Approval |
| Determined that the activity is not Human Research | HRP-513 - TEMPLATE LETTER - NHR Determination |
| Determined that the activity is Human Research in which the organization is not engaged | HRP-527 - TEMPLATE LETTER – Not Engaged |
| Suspension or Termination of IRB Approval | HRP-515 - TEMPLATE LETTER - Suspension or Termination |
| Agreed to provide IRB review for an external site engaged in a multi-site or collaborative study | HRP- 851 - TEMPLATE LETTER - Invitation Decision |
| Agreed to cede IRB review to an external IRB | HRP-857 - TEMPLATE LETTER - Acknowledge External IRB |
| Acknowledged study modifications approved by an external IRB  | HRP-859 - TEMPLATE LETTER - Acknowledge External IRB Update |
| THE FOLLOWING DETERMINATIONS CAN ONLY BE MADE BY A CONVENED IRB |
| Deferred protocol | HRP-516 - TEMPLATE LETTER - Deferral |
| Deferred site | HRP-876 - TEMPLATE LETTER - Site Deferral |
| Disapproved protocol | HRP-517 - TEMPLATE LETTER - Disapproval |
| Disapproved site | HRP-877 - TEMPLATE LETTER - Site Disapproval |
| Reviewed an information item  | HRP-519 - TEMPLATE LETTER - Information Item |
| Reviewed site information item | HRP-879 - TEMPLATE LETTER - Review of Site Information Item |

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| The purpose of this worksheet is to provide support for staff who send communications after an IRB review or at the discretion of the IRB. |
| **THE FOLLOWING NOTIFICATIONS ARE SENT AT THE IRB’S DISCRETION:**  |
| Tabled the protocol | HRP-518 - TEMPLATE LETTER – Tabled *(Place on the agenda for the next IRB meeting)* |
| Reviewed an Unanticipated Problem Involving Risks to Subjects or Others, Serious or Continuing Non-Compliance, or a Suspension or Termination that requires reporting to a federal agency not including OHRP | HRP-520 - TEMPLATE LETTER - External Report NOT Including OHRP |
| Reviewed an Unanticipated Problem Involving Risks to Subjects or Others, Serious or Continuing Non-Compliance, or a Suspension or Termination that requires reporting to a federal agency and OHRP | HRP-520a – LETTER – External Report OHRP and Other Agencies and OHRP Incident Report Form[[2]](#footnote-3) |
| Reviewed an Unanticipated Problem Involving Risks to Subjects or Others, Serious or Continuing Non-Compliance, or a Suspension or Termination that requires reporting to a federal agency to DOD, or to DOD and OHRP  | HRP-526 - External Report to DOD |
| Determined that a study submitted under the abbreviated requirements involved a significant risk device (FDA) | HRP-521 - TEMPLATE LETTER - SR NSR Device |
| Approved research conducted or funded by DHHS involving prisoners as subjects | HRP-522 - TEMPLATE LETTER - Cert Prisoner Research |
| [Subpart C Certification Form1](https://www.hhs.gov/ohrp/register-irbs-and-obtain-fwas/forms/index.html) |
| Approved not otherwise approvable research involving children, pregnant women, or neonates | HRP-523 - TEMPLATE LETTER - Not Otherwise Appro Research |
| Approved a waiver of the consent process for planned emergency research | HRP-525 - TEMPLATE LETTER - OHRP Notif Emerg Waiver |
| Certification of approval of prisoner research for DOD research | HRP-522 - TEMPLATE LETTER - Cert Prisoner Research |
| Review of otherwise not approvable research to OHRP/FDA | HRP-523 - TEMPLATE LETTER - Not Otherwise Appro Research |
| Continuation of subjects in expired research | HRP-532 - TEMPLATE LETTER - Conti Subj Expired Research |
| Investigator Quality Improvement assessment | HRP-534 - TEMPLATE LETTER - Investigator QI Assessment |
| IRB Member Appointment | HRP-560 - TEMPLATE LETTER - IRB Appointment |
| IRB Member Thank You | HRP-561 - TEMPLATE LETTER - IRB Thank You |
| IRB Member Appreciation | HRP-562 - TEMPLATE LETTER - IRB Thank You |
| Failure to Submit Emergency Use Report | HRP-551 - TEMPLATE LETTER - Failure to Submit EU Report |
| Failure to Submit Emergency Use Protocol | HRP-553 - TEMPLATE LETTER - Failure to Submit EU Protocol |

 [OHRP Guidance: Prisoner Research Certification (2020)](https://www.hhs.gov/ohrp/regulations-and-policy/guidance/prisoner-research-certification/index.html) requires institutions to submit the Subpart C Certification form when conducting research involving prisoners. OHRP encourages electronic submission of Subpart C certifications to subpartc@hhs.gov

1. This document satisfies AAHRPP elements I.1.A, I.5.D, I-9, II.2.A, II.2.G, II.2.H, II.2.E-II.2.E.2, III.2.D [↑](#footnote-ref-2)
2. See: https://www.hhs.gov/sites/default/files/irpt-pra-incident-report-form.pdf [↑](#footnote-ref-3)