I. Policy Statement:

A. It is the policy of Ball State University’s IRB that all research protocols be submitted in a timely and professional manner. Furthermore, all research protocols should be kept up to date by submitting the appropriate paperwork, including, but not limited to, Continuing Review forms and Study Closure forms.

II. Procedures:

A. Any research protocol submitted for review will expire at the end of the approval period. Before this time, it is the responsibility of the Principal Investigator (PI) to submit a Continuing Review. The PI will receive an email reminder 90 days prior to protocol expiration and a final warning 30 days prior to expiration. If a protocol is not renewed using a Continuing Review Form, the protocol will be closed and the Principal Investigator will be required to submit a new protocol. It is ultimately the responsibility of the PI to submit the appropriate paperwork before a protocol expires, and no grace period will be extended past the protocol’s expiration date. If a protocol expires and is not renewed within the appropriate time frame, no contact with study participants or access to identifiable information will be allowed, until the protocol has been re-submitted and approved.

B. It is also the responsibility of the Principal Investigator to submit the appropriate paperwork when a study has come to a close. Within three months of a study’s completion, the PI must submit a Study Closure Form to the ORI/IRB, detailing appropriate information as requested within the form.

C. On student research protocols, the faculty advisor may close the project on the student researcher’s behalf should the student not be able to close the project.

D. Exceptions to this policy may be made in extraordinary circumstances such as natural events (weather), technological problems with university computer systems, or other situations deemed beyond the investigator’s control.

E. Failure to abide by these policies may result in the IRB placing a prohibition on future protocol submissions by the PI(s) or students advised by a faculty advisor.