**Application for Check-In**

**Provide the check-in report for studies, which do not require continuing review. All required training and conflict of interest disclosures must be complete and available to the IRB. Submit this report at least three (3) weeks in advance of the IRB check-in expiration date.**

**When continuing review is not required, the PI must confirm that active research has not changed.**

***Please Note: If the study is completed or only de-identified data is undergoing data analysis, please consider submission of an Application For Final (Study Closure) to the IRB for the purposes of closing the study.***

## SECTION A: IRB REVIEW:

1. **GENERAL INFORMATION**
2. **Study Title:**

1. **Principal Investigator (PI):**
2. **List additional PI(s), if applicable:**

1. **TABLE OF STUDY STAFF:**

For training and conflict of interest disclosure requirements see: <http://research.downstate.edu/irb/irb-training.html>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| a. Name & degreeOptional: Provide Institutional Title or Status (i.e. Faculty, Resident, Fellow, Staff, Other (specify), if desiired.  | b. Role(s) on Project. Examples: Principal Investigator, Co-Investigator (Sub-Investigator or Key Personnel), or Other (please specify, including non-research staff). See pp 47-53 in IRB-01 Policy for more information. | c. Place of employment*REMINDER:* [*STAR approval*](http://research.downstate.edu/irb/irb-policies.html) *is required for all NYC H+H research, after IRB approval.* | d. Will this person be obtaining verbal or written Informed Consent/Authorization | e.Is this person an “Investigator for the purposes of COI reporting”?*THE PI IS ALWAYS CONSIDERED AN INVESTIGATOR FOR COI PURPOSES.*  | f.Will this person aid the shipment of hazardous materials (e.g., dangerous goods, specimens) to be transported by a public carrier? |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| a. Name & degreeOptional: Provide Institutional Title or Status (i.e. Faculty, Resident, Fellow, Staff, Other (specify), if desiired.  | b. Role(s) on Project. Examples: Principal Investigator, Co-Investigator (Sub-Investigator or Key Personnel), or Other (please specify, including non-research staff). See pp 47-53 in IRB-01 Policy for more information. | c. Place of employment*REMINDER:* [*STAR approval*](http://research.downstate.edu/irb/irb-policies.html) *is required for all NYC H+H research, after IRB approval.* | d. Will this person be obtaining verbal or written Informed Consent/Authorization | e.Is this person an “Investigator for the purposes of COI reporting”?*THE PI IS ALWAYS CONSIDERED AN INVESTIGATOR FOR COI PURPOSES.*  | f.Will this person aid the shipment of hazardous materials (e.g., dangerous goods, specimens) to be transported by a public carrier? |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       |       | [ ]  SUNY Downstate[ ]  NYC +HH, KC[ ]  Other:       | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |

*Attach additional pages if needed, or send a copy of the IRB application to the* *IRB@downstate.edu* *and request additional rows be added.*

1. **Has any of the research changed, since the last submission to the IRB (e.g., reportable event, amendment, etc) ?** [ ]  Yes [ ]  No
	1. **If yes, describe:**
2. **ADDITIONAL INFORMATION:**
3. **If you wish to add additional information for the IRB to consider, please add it here:**

## SECTION B: ANCILLARY REVIEWS:

*CAUTION: Although the IRB can grant continued IRB approval of the study without monitoring continued ancillary approvals, the PI must also obtain approvals for any continuing reviews required by an ancillary review committees (e.g., IBC) before the research can continue; however, if the ancillary reviewer requires any additional changes, please submit a corresponding amendment to the IRB.*

## Please check the types of ancillary reviews required for this amendment. Consult with the ancillary reviewer or IRB for guidance if not sure.

[ ]  other departments or colleges

[ ]  [UHB Pathology Laboratories](http://www.downstate.edu/lab/index.html)

[ ]  [Institutional Biosafety Committee (IBC)](http://research.downstate.edu/administration/biosafety.html)

[ ]  [NIH NOVEL AND EXCEPTIONAL AND RESEARCH ADVISORY COMMITTEE](https://osp.od.nih.gov/biotechnology/novel-exceptional-technology-research-advisory-committee/) (NExTRAC-FORMALLY KNOWN AS Rac)

[ ]  UHB PHARMACY