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| --- |
| The purpose of this worksheet is to provide support for Administrative Reviewers with processing Administrative Check-ins. The 2018 revised Common Rule” does not require continuing review for studies that are eligible for expedited review or that have progressed to the point of final analysis of identifiable data or biospecimens. The Administrative Check-in is an alternate process for maintaining oversight suggested by AAHRPP if continuing review is not required .This worksheet is to be used. It does not need to be completed or retained. |
|  |  |
| [ ]  | **The investigator has provided the following information:** |
|  |  |
| 1 Study status: |
| [ ]  | The research is still active and open to enrollment of subjects or the collection of identifiable data or biospecimens. |
| [ ]  | The research is closed to enrollment of new subjects, but research interactions or interventions are ongoing. |
| [ ]  | All interactions, interventions or the collection of identifiable data or biospecimens are complete. |
| [ ]  | The remaining study procedures are limited to data analysis. |
| [ ]  | Enrollment not yet initiated, but still planned. |
|  |
| **2 Investigator Obligations:** |
| Yes | **No** | **The investigator has answered ‘Yes’ to all of the following** |
| [ ]  | [ ]  | Any changes to the research plan including study enrollment numbers have been submitted to the IRB |
| [ ]  | [ ]  | Any changes to study personnel have been submitted to the IRB |
| [ ]  | [ ]  | Any informed consent document is accurate and up to date |
| [ ]  | [ ]  | Any unresolved complaint, unanticipated problem or other reportable events described in HRP-029 have been reported to the IRB. |
|  |
| **3 Administrative Actions** |
| [ ]  | If all information is complete and the investigator has met obligations in section 2 above, process as complete and set date for next Annual Administrative Check-in; or |
| [ ]  | If issues are identified in section 2 route study to IRB Chair, HRPP Director or Designated Reviewer. |

AAHRPP Element II.2.F