**Template: Administrative Check-In**

**Purpose**: The Administrative Check-In process allows periodic administrative review of ongoing research activities that do not require continuing review. While the regulations do not require continuing review for all studies, the TAMU Human Research Protection Program (HRPP) maintains responsibility for ensuring adequate oversight of ongoing human research activities and keeping IRB records up to date. This process will help the HRPP to monitor investigator and study staff active status, compliance with training, and adherence to other investigator responsibilities.

**Protocol Title:**

**Principal Investigator Name:**

**Version Date:**

|  |
| --- |
| Section 1: PROJECT STATUS |

**1.1** Is this study still ongoing? [ ]  Yes (*if yes, skip to Question 1.2*) [ ]  No

*If you selected* ***NO***, your study is eligible for closure if all if the following are true:

* + The study is permanently closed to enrollment.
	+ All subjects have completed all study-related interventions.
	+ Collection of private identifiable information is complete.
	+ The only activity remaining is data analysis.

***Select one of the following:***

[ ]  All four of the items above are true and the IRB staff can close my study

[ ]  The study DOES NOT meet all four items at this time

[ ]  I do not want to close the study at this time. Please provide rationale:

**1.2** Please select the current status of your project:

[ ]  Enrollment of new subjects in progress

[ ]  Collection of identifiable data or specimens in progress

[ ]  Enrollment closed to new subjects, but current subjects still involved in research related interventions and/or activities

[ ]  The remaining protocol activities are limited to data analysis

[ ]  Enrollment not yet initiated, but still planned

**1.3** Number of participants enrolled to date:

**1.4** Is the list of study personnel in the application accurate and up to date?

[ ]  Yes [ ]  No

*If no*, *please submit a modification*

**1.5** **Are all study personnel up to date on required research training and education?**

[ ]  Yes [ ]  No

**1.6** Have there been any changes to the study that have not been reported to the IRB?

☐ Yes ☐ No

*If yes*, *please submit a modification*

**1.7** Is the informed consent document still accurate and up to date?

☐ Yes ☐ No

*If no*, *please submit a modification*

**1.8** Has the funding changed on this study?

 ☐ Yes ☐ No

*If yes*, *please explain:*

**1.9** Have there been any unresolved complaints, unanticipated problems, protocol deviations, or other reportable events related to the study that have not been reported to the IRB?

☐ Yes ☐ No

*If yes*, *please explain:*