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| The purpose of this worksheet is to provide support for HRPP staff members who send communications after an IRB review where the letter needs to include approval and Expiration Dates. This worksheet describes how to make these calculations. |
| TYPE OF REVIEW | APPROVAL DATE | EFFECTIVE DATE | END APPROVAL DATE[[1]](#endnote-1) |
| Initial Review | Full (Convened) IRB granted approval | Date of full (convened) IRB meeting | Date of full (convened) IRB meeting | Date of the full (convened) meeting plus the approval interval minus one day[[2]](#endnote-2) |
| Full (Convened) IRB required modifications to secure approval; subsequently verified by HRPP and single member review  | Date of full (convened) IRB meeting | Date the HRPP Office verified that the required modifications had been made |
| Designated Reviewer granted approval | Date the Designated Reviewer granted approval | Date the Designated Reviewer granted approval | APPROVAL DATE plus the approval interval minus one day. None for HRPP +/- Limited IRB review (exempt) research. |
| Designated Reviewer required modifications to secure approval; subsequently verified by HRPP and single member review  | Date the Designated Reviewer required modifications to secure approval | Date the HRPP Office verified that the required modifications had been made |
| Continuing <30 d | Full (Convened) IRB granted approval | Previous END APPROVAL DATE plus one day | Previous END APPROVAL DATE plus one day | Previous END APPROVAL DATE plus current approval interval[[3]](#endnote-3) |
| Full (Convened) IRB required modifications to secure approval; subsequently verified by HRPP and single member review |
| Designated Reviewer granted approval |
| Designated Reviewer required modifications to secure approval; subsequently verified by HRPP and single member review |
| Continuing >30 d | Full (Convened) IRB granted approval | Date of full (convened) IRB meeting | Date of full (convened) IRB meeting | Date of the full (convened) meeting plus the approval interval minus one day[[4]](#endnote-4) |
| Full (Convened) IRB required modifications to secure approval; subsequently verified by HRPP and single member review | Date of full (convened) IRB meeting | Date the HRPP Office verified that the required modifications had been made |
| Designated Reviewer granted approval | Date the Designated Reviewer granted approval | Date the Designated Reviewer granted approval | APPROVAL DATE plus the approval interval minus one day |
| Designated Reviewer required modifications to secure approval; subsequently verified by HRPP and single member review | Date the Designated Reviewer required modifications to secure approval | Date the HRPP Office verified that the required modifications had been made |
| Modifications | Full (Convened) IRB granted approval to modifications to previously approved research | Date of full (convened) IRB meeting | Date of full (convened) IRB meeting | Previous END APPROVAL DATE[[5]](#endnote-5), except no end date for HRPP +/- Limited IRB review (exempt) research. |
| Full (Convened) IRB required modifications to secure approval of modifications to previously approved research; subsequently verified by HRPP and single member review | Date of full (convened) IRB meeting | Date the HRPP Office verified that the required modifications had been made |
| Designated Reviewer granted approval to modifications to previously approved research | Date the Designated Reviewer granted approval | Date the Designated Reviewer granted approval |
| Designated Reviewer required modifications to secure initial approval of modifications to previously approved research; subsequently verified by HRPP and single member review  | Date the Designated Reviewer required modifications to secure approval | Date the HRPP Office verified that the required modifications had been made |

1. Last date that the protocol is approved. The Expiration Date is the date after this date, which is the first date that the protocol is no longer approved. [↑](#endnote-ref-1)
2. For example, if the full (convened) IRB approved research on April 15, 2007 for one year, the end date of the approval interval is April 15, 2007 + one year – one day = April 14, 2008. If the full (convened) IRB approved research on April 15, 2007 for six months, the end date of the approval interval is April 15, 2007 + six months – one day = November 14, 2007. [↑](#endnote-ref-2)
3. For example, if the last date of the approval interval was April 14, 2008, and the full (convened) IRB approved research on March 16, 2008 for one year, the end date of the next approval interval is April 14, 2008 + one year = April 14, 2009. if the last date of the approval interval was April 14, 2008, and the full (convened) IRB approved research on March 16, 2008 for six months, the end date of the approval interval is April 14, 2008 + six months = November 14, 2008. [↑](#endnote-ref-3)
4. For example, if the full (convened) IRB approved research on April 15, 2007 for one year, the end date of the approval interval is April 15, 2007 + one year – one day = April 14, 2008. If the full (convened) IRB approved research on April 15, 2007 for six months, the end date of the approval interval is April 15, 2007 + six months – one day = November 14, 2007. [↑](#endnote-ref-4)
5. For example, if the last date of the approval interval was April 14, 2008, and the full (convened) IRB approved a modification on November 16, 2007, the end date of the approval interval remains April 14, 2008. [↑](#endnote-ref-5)