

ANNUAL REPORT
RUSSELL SAGE COLLEGE INSTITUTIONAL REVIEW BOARD
 2020-21

This report should be submitted electronically as an attachment by e-mail, with scanned signatures, to sageirb@sage.edu, with the **IRB application number** and the phrase “**annual report**” in the subject line of the e-mail and in the name of the attached file. Expand spaces in the form below if you need more room. If you have any questions about completing this report, contact the IRB chair, Dr. Francesca Durand, at sageirb@sage.edu.

As specified in IRB policies, risk category research may not continue longer than 12 months after IRB approval, unless application for continuation is received and approved. You may use this Annual Report form to request continuation. Please submit your annual report a month before the one-year anniversary of IRB approval.

IRB PROJECT NUMBER: _____

DATE REPORT SUBMITTED: _____

1. Title of Project:
2. Starting Date:
3. Expected Ending Date:
4. Researchers conducting this study include:
 - a. Primary Principal Investigator (PPI)
 - b. Additional Principal Investigator(s)
 - c. Student Investigator(s) if this is a student project
 - d. All others involved in collecting data or working with confidential data
5. Name, address, email address and telephone number(s) of person(s) to contact if additional information is required.
6. Describe any issues or questions that arose during each of the following aspects of the research process. Also indicate the source of the issue. Was it raised by the participants, was it an observation of the researcher, etc.?
 - a. Recruitment
 - b. Consent Form
 - c. Data Collection
7. Were any participants dropped from the study or did any withdraw from the study?
8. Did any harm come to the participants that was not anticipated or was greater than anticipated? Explain.
9. Were there any issues related to the anonymity or confidentiality of the data? Explain.
10. If deception was involved in the study, identify any problems that arose from it.
11. Describe any other issues that arose not covered in the items above.
12. What has been accomplished since the start of the project or since the last annual report?

13. What remains to be done?

I (we) certify that the information provided for this project is accurate.

Primary Principal Investigator (please print clearly): _____

Signature of Primary Principal Investigator

Date

Other Principal Investigator (please print clearly): _____

Signature of Principal Investigator

Date

Student Investigator (please print clearly): _____

Signature of Student Investigator

Date

(Repeat the above lines if there are more than one other Principal Investigator or Student Investigator.)

Send an electronic copy to sageirb@sage.edu with the IRB Number and the phrase "Annual Report" in the subject heading and in the name of any attached file

Revised August 2020