NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE

Issue 2022/08

IRB 360 NEWSLETTER

Connecting Research with Ethics

Expiration of IRB/Ethics Approval

All research approved by the NTU-IRB come with an IRB/ethics approval validity period. The validity end date is based on the study's duration, and the ethics **approval period** is stipulated in the **IRB Approval Letter** of each project.

Example:

The approval period is from **17 August 2022** to **17 August 2023**. The NTU-IRB reference number for this study is **IRB-20[redacted]**. Please use this reference number for all future correspondence.

Researchers are required to comply with the approval period. **Upon expiration, All Research Activities Involving Human Subjects Must STOP** *(e.g. recruitment/enrolment of new participants, research-related interventions/study activities with participants, data collection…)*. Any activities conducted after expiration are considered as **non-compliances**, and will require incident reporting to the IRB.

PIs are to either **Extend** or **Close** their studies **BEFORE** the approval end date:

***If* MORE TIME IS REQUIRED TO CONTINUE OR COMPLETE THE RESEARCH** *(e.g. analysis of individually-identifiable data),* PIs must submit an **Amendment (AMD)** to extend the validity period of their study's IRB approval.

Extending the Approval End Date on ERMP

	Original Approved End Date	New Extended End Date
	01-Sep-2022	01-Mar-2023

Click **here** for ERMP guide on submitting AMDs.

OR

If the **STUDY IS COMPLETED, AND IRB/ETHICS APPROVAL IS NO LONGER REQUIRED FOR THE RESEARCH**, submit the '**Project Closure**' form on ERMP at the earliest possible time.

NOTE| *Once a 'Project Closure' is endorsed, the study is considered closed, and no research activities can continue. A new application must be submitted to the IRB for a 'fresh' round of review if the researcher wishes to 're-open'/resume with the 'closed' study.*

Responsible Conduct of Research

Researchers are expected to conduct their studies in a responsible manner regardless of the nature of research – *Social, Behavioural, and Educational Research (SBER) or Human Biomedical Research (HBR).*

To help Principal Investigators (PIs) & researchers in the supervision/conduct of their human subjects research, the NTU-IRB has made the following **Study Logs** available on the IRB's **website**:

ENROLMENT *log*

Subject Eligibility; Date of Consent; Consent Taker *etc...*

TRAINING *log*

Required training(s) completed by the PI and Study Team.

DELEGATION *log*

Study Responsibilities assigned to each Study Team Member.

If you are unable to access ERMP because **'Your account is not valid or Access denied'** submit the online **User Access Request Form** using your NTU/NIE email to request for an account/access.

Stay tuned for our next newsletter to learn more!

To subscribe to our mailing list and for further queries, please write to **IRB@ntu.edu.sg**

Brought to you by:
Research Integrity and Ethics Office (RIEO)

Refer to our website for more information on **IRB Guidelines** here.