**SAMPLE -**

**INSTITUTIONAL REVIEW BOARD (IRB) DECISION LETTER**

*Note: Typically, most ATE Projects will be exempt unless the research involves greater than minimal risk or falls outside exempt categories. As a result, a board meeting and decision is NOT required. Please see the sample form for exemption from board review.*

[college letterhead]

**[College Name]**

**Institutional Review Board Decision Letter**

The Institutional Review Board (IRB) has completed its review of the following project:

Principal Investigator:

Project Title:

Funding Agency: Proposal Number (if known):

The determination of the board is that

This project **complies** with the institution's Policy and Procedures regarding use of human subjects in a grant-funded research project (Common Rule Section 101 subsection b). The project may be conducted as planned subject to continuing review as outlined in the board's procedures.

This project **does not comply** with the institution's Policy and Procedures regarding use of human subjects in a grant-funded research project. Concerns of the IRB are outlined in an attached document. The Principal Investigator has the right to modify and re-submit the proposal for another review.

This project qualifies for **exemption** under the institution’s Policy and Procedures and in accordance with the Common Rule (45 CFR 46.104). The research meets criteria for exemption and may proceed without further IRB review unless changes are made that affect the exemption status.

Chair, Institutional Review Board Date



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