

E-mail sent to supervisor - sponsor when an extension is requested.

From: IRB <>

Reply-To: IRB <>

Date: Friday, October 2, 2020 at 9:58 AM

To: _____

Subject: Requested Signature for IRB form

Greetings _____ -

[Researcher name] (e-mail) has submitted the IRB "*Continuing Review/ Termination*" form and has entered your name as the person who has agreed to serve as the supervisor / sponsor for the extension to this previously approved study titled: [title]. Researchers seeking IRB application review or the extension of an IRB application must have an administrator at the college who has agreed to be accountable for the research.

Below is a copy of the extension request. This person was directed to ask you for your permission first, while also sharing details about the study being proposed. The Institutional Review Board (IRB) reviews applications following federal guidelines for the protection human subjects - the participants involved in the study. More information about the IRB is available here: www.valenciacollege.edu/IRB

Your next steps: Please read and download the application below, then click on [this link on form to sign] to read about the expectations for supervisors / sponsors. On this form let us know if you agree to serve as the supervisor / sponsor and if so sign and submit the form.

Please respond to the link or this e-mail within three working days, if possible, and let the researcher know that your response will be delayed.

Please send any questions about the form to the Chair of the IRB: Laura Blasi, Director, Institutional Evaluation <>. For any questions about the study or this request, please contact the researcher.

Thank you for your time and your participation in this process.

Laura Blasi, Ph.D.
Director, Institutional Evaluation
Chair, Institutional Review Board (IRB)