



**Institutional Review Board: DHHS FWA00001970**  
**Notice of Approval**  
**IRB Protocol Number: 08-313**

Date: October 30, 2008

Principal Investigator: Joel Bloom

Title: University at Albany Faculty and Staff Campus Climate Surveys

Review Type:  Full  Expedited Approval Type: New

Approval Date: <u>October 28, 2008</u>	Expiration Date: <u>October 28, 2009</u>	Review Cycle: <u>1 Year</u>
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1. Provisions of Approval: n/a
2. **Consent Forms:** All subjects must receive a copy of the consent form as approved with the University at Albany Institutional Review Board stamp. Copies of the signed consent form must be kept on file unless a waiver has been granted.
3. **Adverse Events:** Any adverse event(s) or unexpected event(s) that occur in conjunction with this study must be reported to the Office of Research Compliance within 10 calendar days of the occurrence.
4. **Principal Investigator Responsibilities:** It is the responsibility of the PI to ensure that all investigators and staff associated with this study meet the training requirements for conducting research involving human subjects, follow the approved protocol, use only the approved forms, keep appropriate research records, and comply with all University at Albany Policies, federal, state and local laws, Declaration of Helsinki and the Belmont Report.
5. **Research Records:** Accurate and detailed research records must be maintained. All research records (including all IRB correspondence) must be kept for a minimum of 3 years after the completion of the research. This research is subject to an audit under the terms of the IRB's Quality Improvement Program.
6. **Changes:** Any changes in the above referenced study may not be initiated without prior IRB review and approval. Changes include (but are not limited to) study personnel, consent forms, protocol, procedures, addition of funding source.
7. **Lapse of Approval:** If approval for this project lapses, all research must stop **IMMEDIATELY** until continuation approval is granted. If approval lapses for longer than 30 days, your project must be resubmitted as a new protocol.
8. **Yearly IRB Approval Continuation:** Approval is valid until the expiration date above. You are required to obtain annual IRB approval continuations prior to your expiration date for as long as the study is active. An annual continuation reminder will be sent to you, but it is your responsibility to ensure that you submit and receive the yearly approval in a timely manner. Up to 4 yearly continuations will be granted after which a new protocol must be submitted for review.
9. **Funded Research:** If your research is funded, you must also submit sponsor information and two copies of the grant/funding application for IRB review **with the human subjects section(s) highlighted**. This is true whether the source of funding is internal or external.
10. **University Permissions: A.)** Institutional Research, Planning and Effectiveness (IRPE) permission may be required if your research participants are recruited from the UAlbany campus. It is the responsibility of the investigator to contact IRPE at (518) 437-4791 for a determination. **B.)** All UAlbany permissions (e.g., classroom, team or organization permissions) must be kept on file with your research records.
11. **Posters or Flyers:** If posters or flyers are to be posted on the UAlbany campus, they must be registered with the Office of Student Involvement and Leadership in Campus Center 130 prior to posting on the academic Podium.
12. **External Permissions:** All external permissions (e.g., schools, businesses, organizations, etc.) must be kept on file with your research records.

Upon receipt of this letter you may begin your research. The IRB wishes you success with your research.

*Adrienne D. Bonilla*

Adrienne D. Bonilla, Esq.  
Director/Research Compliance Officer  
Office of Regulatory Research Compliance  
On behalf of the Institutional Review Board