DATE: [CURRENT DATE]

TO: [PI NAME]

FROM: SUNY University at Buffalo Institutional Review Board

PROJECT TITLE: [IRBNET ID AND PROJECT TITLE]

SUBMISSION TYPE: [SUBMISSION TYPE]

ACTION: Study Closed

Dear PI NAME, DEGREE:

The SUNY University at Buffalo IRB (UBIRB) has received your Closed Notification Form for the study referenced above. This study has now been closed.

If you wish to conduct this research in the future, you will need to submit a new application to the IRB for approval.

Please be aware that human subjects documentation must be retained for a minimum of three years after the closing date. If this study includes any paper files, they should be stored in the repository stated on your Core Data Form. The UBIRB must be informed if the location of the files changes during the retention period by submitting an amendment in IRBNet.

Thank you for this submission to the UBIRB.

If you have any questions, please contact the UBIRB. Please include your project title and IRBNet Project Number in all correspondence with the IRB.

This letter has been electronically signed in accordance with all applicable regulations, and a copy is retained within [YOUR ORGANIZATION NAME]'s records.