March 9, 2009

TO: Scott A. Jette
Criminal Justice

FROM: Cynthia A. Prosen, Ph.D.
Dean of Graduate Studies & Research

RE: Human Subjects Proposal # HS09-255
"School Dropout Rate and Criminal Behavior"

The Internal Review Board (IRB) has reviewed your proposal and has given it final approval. To maintain permission from the Federal government to use human subjects in research, certain reporting processes are required. As the principal investigator, you are required to:

A. Include the statement "Approved by IRB: Project # (listed above) on all research materials you distribute, as well as on any correspondence concerning this project.

B. Provide the Internal Review Board letters from the agency(ies) where the research will take place within 14 days of the receipt of this letter. Letters from agencies should be submitted if the research is being done in (a) a hospital, in which case you will need a letter from the hospital administrator; (b) a school district, in which case you will need a letter from the superintendent, as well as the principal of the school where the research will be done; or (c) a facility that has its own Institutional Review Board, in which case you will need a letter from the chair of that board.

C. Report to the Internal Review Board any deviations from the methods and procedures outlined in your original protocol. If you find that modifications of methods or procedures are necessary, please report these to the Human Subjects Research Review Committee before proceeding with data collection.

D. Submit progress reports on your project every 12 months. You should report how many subjects have participated in the project and verify that you are following the methods and procedures outlined in your approved protocol.

E. Report to the Internal Review Board that your project has been completed. You are required to provide a short progress report to the Internal Review Board in which you provide information about your subjects, procedures to ensure confidentiality/anonymity of subjects, and the final disposition of records obtained as part of the research (see Section II.C.7.c).

F. Submit renewal of your project to the Internal Review Board if the project extends beyond three years from the date of approval.

It is your responsibility to seek renewal if you wish to continue with a three-year permit. At that time, you will complete (D) or (E), depending on the status of your project.

kjm