

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: SUSPENDED

DECISION DATE: [DECISION DATE]

PI Name, Degree:

The University at Buffalo has [suspended/terminated] the project referenced above. As part of this action the following research activities must stop:

*<select one>*

- All research activities must stop. This includes recruitment, advertisement, screening, enrollment, consent, interventions, interactions, and collection or analysis of private identifiable information. Advertisements currently running in the media must be pulled.
- All recruitment, screening, enrollment, and consent must stop. Interventions, interactions, and collection and analysis of private identifiable information may continue.
- *<Other: Describe requirements>*

The rationale for this action is as follows:

This action will be reviewed by the convened IRB at its meeting on *<Date and Time of Meeting>*.

Please take the following actions to protect participants:*<examples>*

- *Transferring subjects to another investigator.*
- *Making arrangements for clinical care outside the research.*
- *Allowing continuation of some research activities under the supervision of an independent monitor.*
- *Requiring or permitting follow-up of subjects for safety reasons.*

- *Requiring adverse events or outcomes to be reported to the IRB and the sponsor.*
- *Notification to current Human Subjects.*
- *Notification to former Human Subjects.*

Continuation of research activities without prior IRB review and approval is a violation of federal regulations.

If you believe that current subjects are at risk of harm by stopping research procedures described above:

- Prepare a written list of subjects who will be harmed.
- Identify the research procedures that need to continue.
- Describe the reasons that these procedures need to continue.
- Immediately provide the IRB Office with this information.

An IRB member (if needed, in consultation with others) will decide whether there is an over-riding safety concern or ethical issue involved such that it is in the best interest of individual subjects.

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 SUNY University at Buffalo's records.