MEMORANDUM

TO: Principal Investigator
FROM: Institutional Review Board in the Office of Research Regulatory Affairs
SUBJECT: IRB Policy Regarding the Use of Stamped Consent Forms

In April 2000, the Institutional Review Board for the Protection of Human Subjects (IRB) implemented a policy whereby investigators are required to have subjects sign consent forms, which included the approval and expiration dates on the form. This procedure is recommended by the Office for Human Research Protections, the federal agency that oversees human subject protections compliance, and is mandated by the Rutgers University IRB.

Attached is the Notice of Approval for your research protocol (Protocol # and Title are referenced on this notice) plus a copy of the current IRB-approved version of the informed consent document that must be used with each subject. All originals must be retained for your files.

You are required to use only the current, IRB-approved consent form when obtaining informed consent. However, the IRB allows you to choose one of the following methods to provide a “dated” copy of the consent form to subjects:

1) You may either copy the original of the stamped consent form, and use the copies, OR

2) You may type the approval and expiration dates on the bottom of each page of an un-stamped version of the approved consent forms and use copies of those documents. If you choose to type the dates on an un-stamped copy, the following statement should be used:

   “This informed consent form was approved by the Rutgers University Institutional Review Board for the Protection of Human Subjects on (Date); approval of this form expires on (Expiration Date)”.

3) For Exempt studies Only (for protocol IRB#s that begin with “E”: e.g., E14-001): If you choose to type the dates on an un-stamped copy, the following statement should be used:

   “This informed consent form was approved by the Rutgers University Institutional Review Board for the Protection of Human Subjects on (Date, fill in with the exact date listed on the approval notice); Currently, there is no expiration on the approval of this form”.

If you have any questions regarding this policy, you may contact an IRB Administrator: 848-932-0150 (main line) or visit https://orra.rutgers.edu/irb-contact-us.

Thank you for your continuing cooperation.