FAILURE TO UNDERGO TRAINING

June 10, 2012

*<Name>*

*<Address>*

*<Phone Number>*

*<Fax Number>*

*<Email Address>*

Dear *<Hailing>*:

On *<Training Deadline Date>* your required Human Research Protection Program Training expired.

You will not be able to submit new research to the IRB until your training has been updated. *<Delete if not applicable>*

You will be removed as an IRB member and may be reinstated once your training has been updated. *<Delete if not applicable>*

Sincerely,

IRB Manager

cc: *<Protocol Contact>*

*<Chairman or Supervisor of the Principal Investigator>*