TRAINING REMINDER

June 10, 2012

*<Name>*

*<Address>*

*<Phone Number>*

*<Fax Number>*

*<Email Address>*

Dear *<Hailing>*:

On *<training deadline date>* your required Human Research Protection Program Training will expire.

Before *<Continuing Review Deadline Date>* please update your training.

If you do not update your training by *<Training Deadline Date>* you will not be able to submit new research to the IRB until your training as been updated. *<Delete if not applicable>*

If you do not update your training by *<training deadline date>* you will not be allowed to participate in IRB meetings as a voting IRB member. *<Delete if not applicable>*

Sincerely,

IRB Manager