

**Administrative Check-in Guidance**

This guidance is for all studies who have an initial or renewal decision that includes an Administrative Check In Date (ACD).

Starting February 1, 2022

All studies that have gone 90 days past the ACD, with no response from PI or PC on the research team, can be administratively closed if either the:

- PI has been sent at least two direct emails (from Montclair staff, not cayuseirb) notifying them of impending closure date.
- Or if the faculty/staff member is not assuming the lead on it is a student study, and the student is no longer at Montclair

All approval letters with an ACD will now include the following sentence:

*Please note if your study is 90 days or more past the Administrative Checkin Date, and you have not submitted a renewal or closure, this study can (will) be closed.*