Compliance Report

Date: _____

To: **[Institutional Review Board Name]**

From: **[Your Name]**

Study Title: **[Title of the Study]**

IRB Approval Number: **[IRB Approval Number]**

1. Overview of Compliance

This report outlines the compliance status of the ongoing study titled "[Title of the Study]" approved by the [IRB Name] on [Approval Date].

2. Summary of Activities

Since the last report, the following activities have been conducted:

- Recruitment of participants has been completed.
- Data collection began on [Start Date] and is ongoing.
- All participant consent forms have been obtained and documented.

3. Compliance with IRB Requirements

All IRB guidelines and requirements have been followed, including:

- Periodic training of research staff.
- Adherence to the protocol as approved.
- Prompt reporting of any adverse events.

4. Challenges and Solutions

We faced the following challenges and implemented solutions:

- Challenge: [Description of Challenge]. Solution: [Description of Solution].

5. Future Plans

In the upcoming period, we plan to:

- Continue data collection until [End Date].
- Review and update participant recruitment strategies.

6. Conclusion

The study remains in compliance with all IRB guidelines. We appreciate the support of the [IRB Name] and will continue to uphold all ethical standards.

Thank you for your attention to this report.

Sincerely,

[Your Name]
[Your Title]
[Your Institution]
[Your Contact Information]