

## Study Close-Out in eIRB

1. In the study workspace, click the “Create Modification/CR” button on the left side of the screen.

### Next Steps

View Study

Printer Version

View Differences

Create Modification/CR

Report New Information

2. When prompted to provide the purpose of the submission, click “Continuing Review” and continue with the smartform.

## Modification / Continuing Review / Study Closure

### \* What is the purpose of this submission? ?

- Continuing Review
- Modification / Update
- Modification and Continuing Review

[Clear](#)

3. Complete the Continuing Review/ Study Closure Information section of the submission form.
  - a. To close a study, the first four “Research Milestone” must be selected.

### 2. Research milestones: (select all that apply) ?

- Study is permanently closed to enrollment OR was never open for enrollment
- All subjects have completed all study-related interventions OR not applicable (e.g. study did not include interventions, no subjects were enrolled)
- Collection of private identifiable information is complete OR not applicable (no subjects were enrolled)
- Analysis of private identifiable information is complete OR not applicable (no subjects were enrolled)
- Remaining study activities are limited to data analysis
- Study remains active only for long-term follow-up of subjects

**i Important!** If the first four research milestones above are complete, the study will be closed to discontinue IRB oversight.

\* I acknowledge that this study will be closed:

4. Once the submission smartform has been completed, you will be redirected to the Close Out workspace. **Important:** On close out workspace page, please be sure to click “Submit” on the left side of the page (must be submitted by the PI). Your close out will not be submitted to the IRB if you do not click “Submit”. To double check that the close out has been submitted, the study status should note that the submission is in Pre-Review.

