![UT Health San Antonio | Enterprise Research Management System (ERMS)]

# UT IRB Study Closure
# Quick-Guide

| Dashboard | Agreements | COI | IRB |
|---|---|---|---|

⛔ **Important! A study cannot be closed until the active Modifications have been approved or discarded.**

**1** On the IRB page, navigate to the **Active** tab, and <u>select</u> the approved study.

| In-Review | Active | New Information Reports | External IRB |
|---|---|---|---|

**2** Select Create Modification/CR.

**Next Steps**

Create Modification/CR

Report New Information

Select **Continuing Review** and Continue ➡.

**3** **Modification / Continuing Review / Study Closure** ┄┄┄┄┄➤ **Need Help?**

\* What is the purpose of this submission? ❓ ┄┄┄┄┄┄┄

○ Continuing Review

Continuing Review is for requesting study closure or an extension of the approval period for your study.

**4**    Complete the **Continuing Review / Study Closure Information** page.

## Continuing Review / Study Closure Information

1. * Specify enrollment totals at this investigator's sites: ❓

2. * Specify enrollment totals at this investigator's sites since last continuing review:

3. * Specify enrollment totals study-wide: ❓

> The first four boxes must be selected in order to proceed with the Inactivation process.

4. **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
   - ℹ️ **Important!** If the first four research milestones above are complete, the study will be closed to discontinue IRB oversight.

5. * I acknowledge that this study will be closed: ☒

> Once the first four boxes are selected, the following prompt will appear.

**5**    Once the Inactivation acknowledgement has been selected, you may complete the additional questions and click [Continue →].

**6**    You may now click [Finish] to complete your Inactivation request. You will then be directed to the Modification homepage.

**7**    You may now ↪ Submit your Inactivation request.

## Next Steps

[Edit Modification/CR]

[Printer Version]

↪ Submit