

It's how we treat people.

May 13, 2025

How to Submit a Study Closure

Before submitting the study closure...

Please consider the status of publications/presentations. Sometimes, editors or conference organizers may request additional information requiring new data analysis. In this case, active IRB approval is required as data analysis is a research activity. To avoid additional submissions to the IRB, it is recommended that the IRB application remain open and active until all anticipated publications and presentations have been accepted.



Who can submit study closures?

Only the PI and PI proxies

- Any approved team member may <u>create</u> and edit study closures in pre-submission state but **cannot submit**.
- Study team members, other than the PI, must be assigned as proxies to submit.

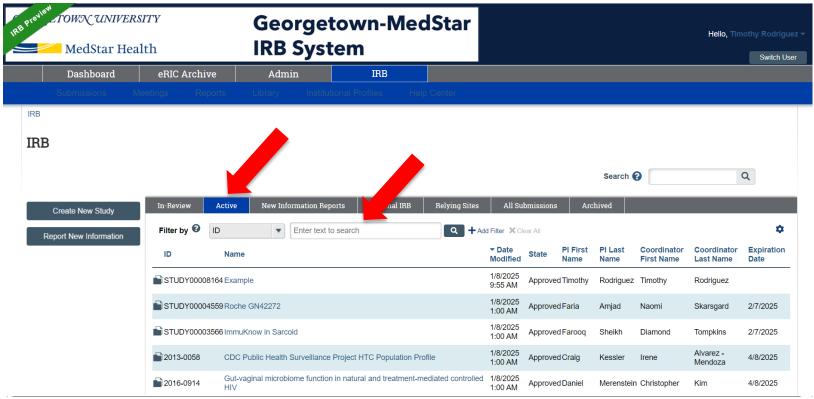


 When you log into the system, you will be brought to your inbox. Select the IRB tab to find your study.



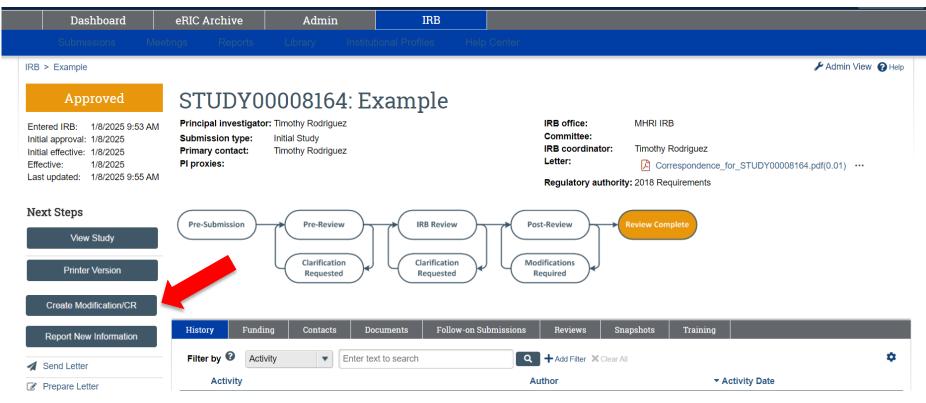
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 Select the Active tab to show your currently approved studies. Then use the search box to find the study you would like to close.



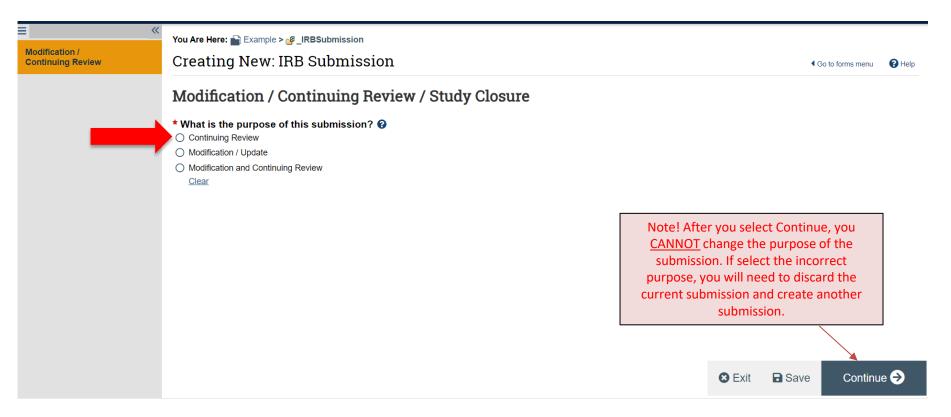


 This is a study home page. Select Create Modification/CR to begin the study closure application.



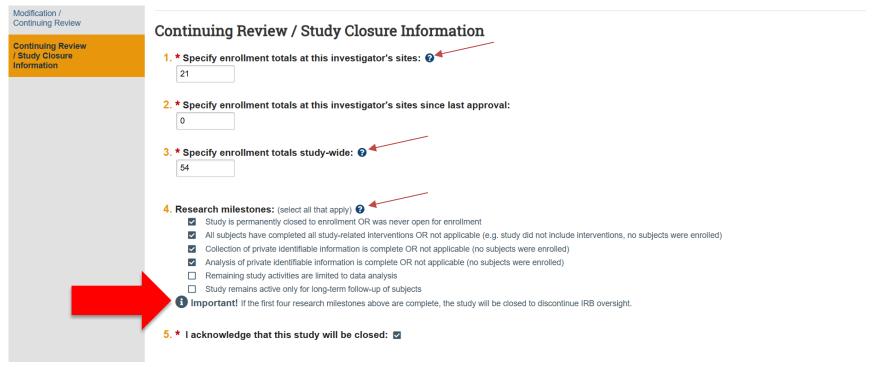


Select Continuing Review.



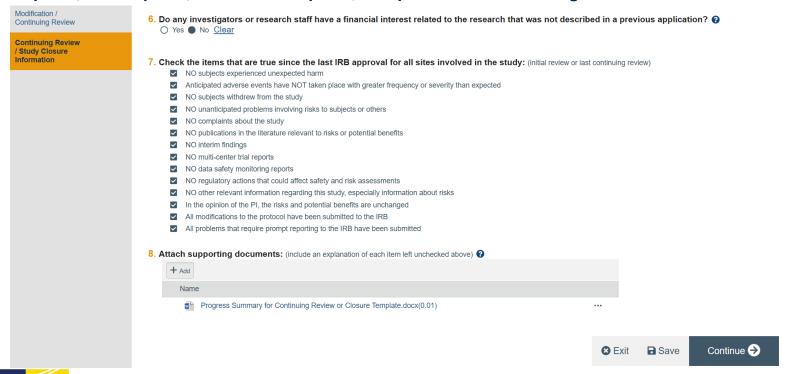


- Complete items #1-4.
 - Use the question mark icon to get more information about each item.
- Review item #4. If the first four research milestones are selected, then the study closure acknowledgement will appear (item #5).



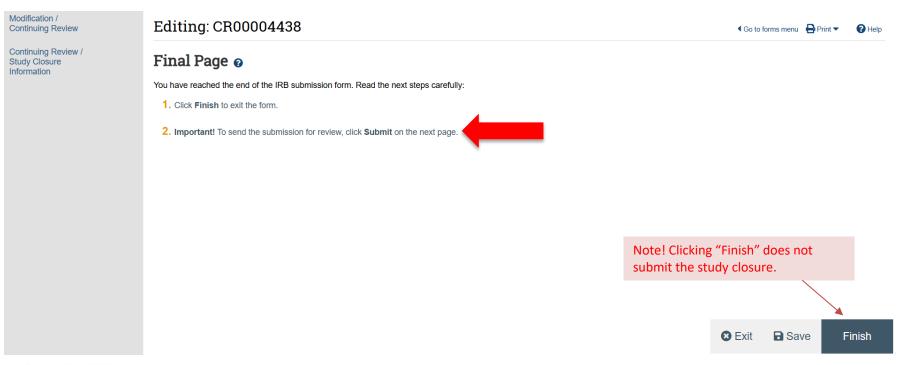


- Complete items #6-8.
- Attach the <u>required</u> Progress Summary document in item #8. This template can be found in the ORI website. If applicable, please attach other documents such as multi-center trial reports, DMC reports, SAE reports, IND annual reports, and protocol deviation logs.





- On the final page of the study closure, click Finish.
- This will send you to the study homepage.
- This <u>does not</u> submit the study closure.

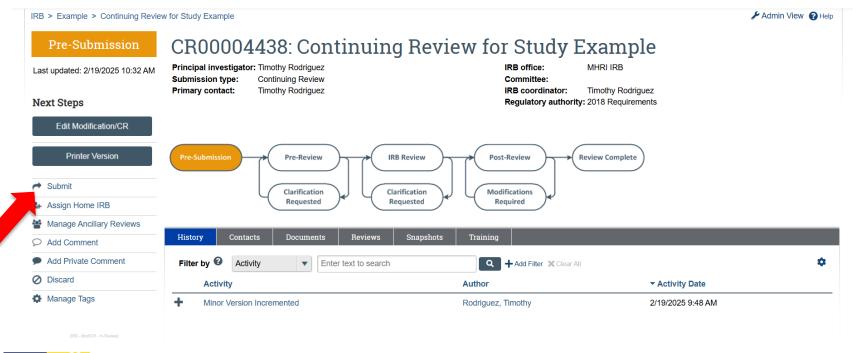




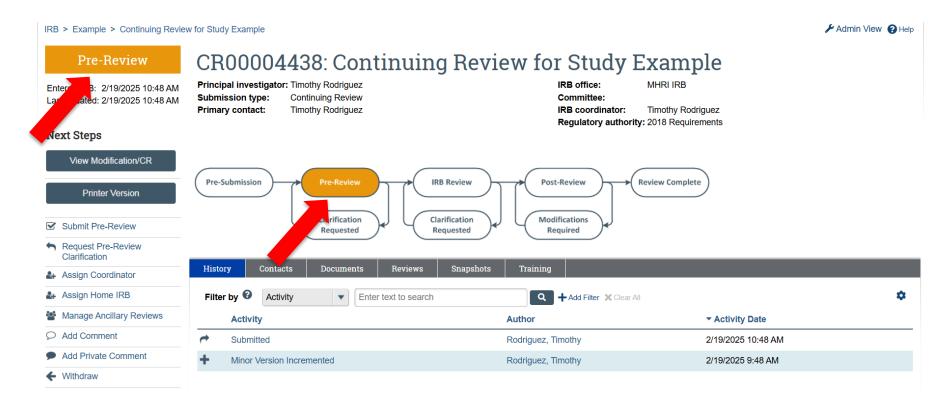
- After clicking Finish, you will be returned to the study closure home page.
- Once on the home page, click Submit to submit the study closure.
- Only the PI or the PI proxies can submit.

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If you are not the PI or PI Proxy, you will not see the Submit option.



After clicking Submit, the status in the orange box should indicate "Pre-Review".





Congratulations! You have successfully submitted to the MHRI IRB.

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