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| **Department:** | **UAMS Institutional Review Board** |
| **Policy Number:** | **8.4** |
| **Section:** | **Change in Protocol** |
| **Effective Date:** | **February 8, 2005** |
| **Revision Dates:** | **August 17, 2015; February 15, 2016** |

**SUBJECT: Study Closure**

**POLICY:** Once all study activities are complete and there is no longer a need to access identifiable participant information, Investigators should close the study out with the IRB within 30 days of decision to close study. Investigators may request closure of a study by submitting a study closure form through the IRB e-system.

**PROCEDURE:**

**1. IRB Staff:**

**1.1** Upon receipt of Study Closure Form, IRB Staff should verify study closure is appropriate. This may require comparison of information submitted on

Closure form and last Continuing Review form and/or contacting the Investigator to resolve any outstanding issues.

**1.2** Create study closure letter.