In this month's tip, we will discuss how to close a study/protocol in the eIRB system. The method used to close a study will differ based on the type of protocol - Exempt of Expedited/Full Board. Please see the attached tip.

For further tips or instruction, please see the eIRB user guides and quick sheets on the IRB web site. Previous tips may also be accessed here.

The IRB Office

(314) 977-7744
In this month’s tip, we will discuss how to close a study/protocol in the eIRB system. The method used to close a study will differ based on the type of protocol – Exempt or Expedited/Full Board. How do you know it’s OK to close a study/protocol? Refer to the SLU Guidance For Closure Of Human Subjects Research Studies to determine when a study should be closed.

1. Closing an Exempt Study (see steps below):

An Exempt protocol may be closed in either of two ways:

- By submitting a closure request in eIRB (Note: this is the more preferred way)
- By emailing irb@slu.edu and notifying the IRB Office of the request to close

Scenario 1, Step 1: In the preferred scenario, the Principal Investigator (PI) or any listed Administrative Contact will request closure of the Exempt study within the system by finding the protocol in the ‘Approved Protocols’ section of the dashboard, clicking on ‘Protocol ID’, and selecting ‘Close Protocol’.

Scenario 1, Step 2: A dialogue box will ask for confirmation of the closure. If your study is able to be closed per the guidelines, click ‘Yes’.

After submitting the request, the dashboard will refresh and a blue confirmation message will be displayed. The IRB Office will be notified of the closure request. The protocol is officially closed when the request is accepted by the IRB Office. The person requesting the closure will be notified by email when the study has been closed. Closure can also be confirmed by checking the Event History tab within the protocol.

Scenario 2: In the second scenario, the PI or any listed Administrative Contact will email the IRB Office (irb@slu.edu) to inform of the request to close. Include in the email: the protocol number, PI name, and any other important details deemed to be significant to the closure. The person requesting the closure will be notified by email when the study has been closed. Closure can also be confirmed by checking the Event History tab within the protocol.
2. Closing an Expedited or Full Board Study (see steps below):

An Expedited/Full Board study/protocol may be closed within eIRB by submitting the Final Report form.

**Step 1:** To submit the Final Report form, the PI or any listed Administrative Contact will go to the ‘Approved Protocols’ section of the dashboard and click on ‘Protocol ID’. From the menu select ‘Start Final Report Form’.

**Step 2:** After clicking ‘OK’ to start the Final Report form, review the ‘Obligation of the Principal Investigator- Final Report’ and click ‘Continue’. Fill out all required and pertinent fields of the form, and click ‘Submit Form’. A dialog box will ask for confirmation of the submission. If your study is able to be closed per the guidelines, click ‘Yes’.

The Final Report form will be submitted to the IRB and a blue confirmation message will appear on the dashboard. The protocol is closed when the Final Report form is approved. The PI and Administrative Contact(s) will receive email confirmation from the eIRB system when the study has been closed (i.e., the Final Report form has been approved). Closure can also be confirmed by checking the Event History tab within the protocol.

**I am no longer at SLU. How do I close my protocol?** Investigators who are no longer affiliated with Saint Louis University but wish to close an open study/protocol should contact the IRB Office (314-977-7744) for assistance on how to proceed.

*This tip was prepared in May 2015. Please note that information given in this tip and/or the screen shots used could change or become outdated in the future. Rely on the IRB website for the most current and up-to-date information regarding IRB policies and procedures or call the IRB office at (314) 977-7744 with any questions.*