How to Close a Research Study

ePirateTraining
When you Login to ePirate, click on the “Dashboard” tab in the upper left hand corner of the screen.
Click on the IRB Studies tab, then click on the name of the research study you need to close.
Click “Final Report” on the left side of the study workspace screen.
Fill in all relevant information. Red asterisks mean that there must be an answer provided. Click “Continue” to go to the next page and also to finish the remainder of the application.
Complete all relevant Information until you get to the Final Page. When you click Finish on the Final Page, you will be taken back to the Final Report workspace.

Summary of Study Status and Next Steps

1.0  Study Status: Closed - All study activities are completed
2.0  Submitting unanticipated problem report with this review: No
3.0  Submitting a new protocol deviation report with this review: No
    You may need to submit a Reportable Event if you answered yes to questions 2 or 3 above.
4.0  Consent requires modification because of unanticipated problem or protocol deviation report: No
5.0  Significant new findings to disclose: No
    You may need to submit an Amendment if you answered yes to questions 4 or 5 above.

Clicking the 'Finish' button does not Submit this application to the IRB, it simply allows you to exit this page.
You must click 'Submit' in the project workspace to submit this application to the IRB Office.

Please note that clicking finish does not submit your continuing review application, it just means your are finished working on the application at that moment.
When your application is complete, click “Submit” on the left side of the workspace screen.

You will receive acknowledgement of the study being closed with the IRB after the IRB Chair (or their designee) has reviewed the activity over the last period of approval and agreed the study can be closed.