How to Close a Research Study

ePirate Training
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 on “New Continuing Review” in the lower left of the study workspace screen (you will request to close the study within the application).
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.

Make sure to click “Closed”

Make sure 7.0 says Final Report
Complete all relevant Information until you get to the Final Page. When you click Finish on the Final Page, you will be taken to the Continuing Review workspace page.

Please note that clicking finish does not submit your continuing review application, it just means you are finished working on the application at that moment.
When your application is complete, click “Submit Continuing Review” 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.