INVESTIGATOR GUIDANCE
Closing a Study in eCompliance

STEP 1: To close a study, go to [www.ecompliance.ku.edu](http://www.ecompliance.ku.edu) and log in using your KUMC User name and password.

STEP 2: Access the study by clicking IRB on the Red bar and open the “Active” tab where your studies will be listed; click on the blue link for the specific study.

STEP 3: Click the “Create Modification/CR” button from the menu to the left.

STEP 4: To close a study, select “Continuing Review”

Modification / Continuing Review

* What is the purpose of this submission?

- [ ] Continuing Review
- [ ] Modification
- [ ] Modification and Continuing Review

Clear

STEP 5: On the next page, enter the number of participants in Question 1, and then click at least the first 4 milestones on Question 2.

Continuing Review / Study Closure Information

1. * Specify enrollment totals:

<table>
<thead>
<tr>
<th>Subjects Enrolled</th>
<th>Total</th>
<th>Since Last Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>All investigator’s sites:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study-wide:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Research milestones: (select all that apply)

- [ ] Study is permanently closed to enrollment
- [ ] All subjects have completed all study-related interventions
- [ ] Collection of private identifiable information is complete
- [ ] Analysis of private identifiable information is complete
- [ ] Remaining study activities are limited to data analysis
- [ ] Study remains active only for long-term follow-up of subjects

Important! If the first four research milestones above are complete, the study will be closed to discontinue IRB oversight.
STEP 6: Complete the rest of the information in the form and click “Finish.” In order to submit your study for review by HSCL staff, click the “Submit” button on the left side of the screen. If you are not the PI on the project, click Notify PI to alert the PI to log in and click “Submit.”

The status of the Study will then change to IRB Pre-Review.