INVESTIGATOR GUIDANCE
Closing a Study in eIRB

In the eIRB system, study closures are submitted via the continuing review function. To create a study closure, select Create Modification/CR on the left of the main study workspace and then select Continuing Review as the purpose of the submission.

In order to close the study, the first four research milestones need to be selected, triggering the system to view the continuing review as a study closure. When the first four milestones are checked, a secondary checkbox will appear asking you to acknowledge that the study will be closed. Fill out the rest of the form as you normally would and then click Continue and Finish.

When you are ready to submit the closure, select the Submit action. Conversely, if you are not the PI, selecting Notify PI will alert them that the closure is ready for submission. A green status banner will confirm the successful submission of the study closure and both the yellow status bar and yellow flow chart bubble will transition to the Pre-Review state.