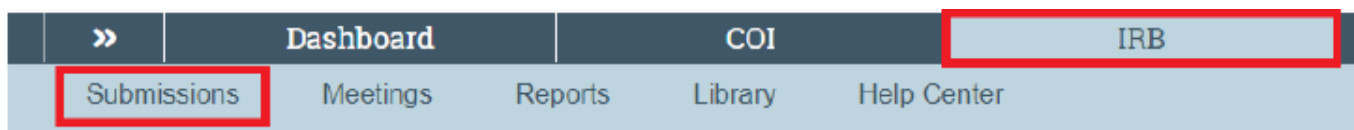


Project Conclusion

To close a study, submit a Continuing Review (CR).

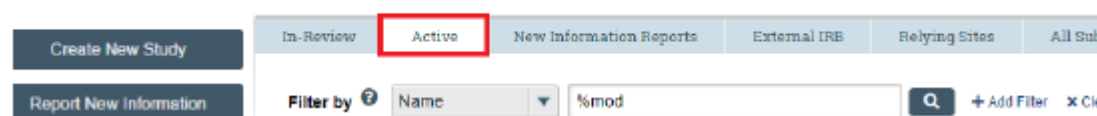
Go to UAccess (<https://uaccess.arizona.edu>) and click on eIRB. Log in using your UANet ID and Password

- In the Top Navigator, click **IRB** and then **Submissions**.



- On the IRB page, click the **Active** tab and open the approved study.

Submissions

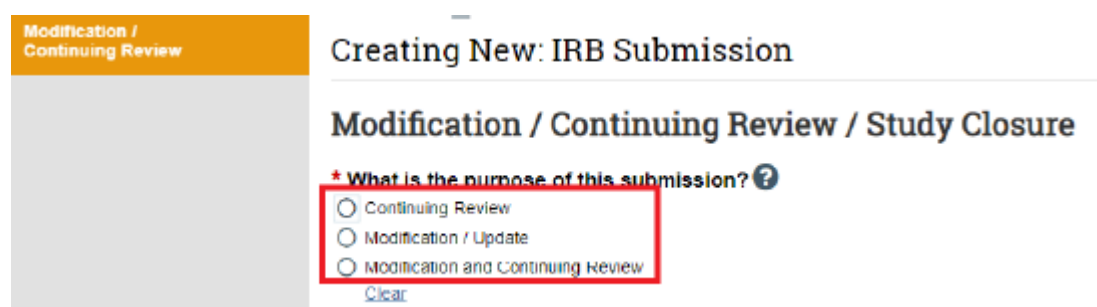


- From the menu on the left, click **Create Modification/CR**.

Next Steps



- Select **Continuing Review** if you are submitting a study closure.



For Continuing Reviews, complete all questions on the **Continuing Review / Study Closure Information** page. Pay attention to the following:

- Enrollment totals** (the number of participants in your project):
 - **Specify enrollment totals at this investigator's sites** (specify the total number of participants in your project)
 - **Specify enrollment totals at this investigator's sites since last approval** (specify the total number of participants in your project since approval or since the last Continuing Review if you previously submitted a Continuing Review)

- **Specify enrollment totals study-wide** (specify the total number who participated in your project from all sites)
 - Please note, these numbers, the number of participants in your project, will all be the same if your study was only at one site and you have not previously submitted a Continuing Review.
- b. **Research milestones:** Select all answers that apply in this section. Since you will be concluding the study, check the following:
- Study is permanently closed to enrollment OR was never open for enrollment
 - All subjects have completed all study-related interventions OR not applicable (e.g., study did not include interventions, no subjects were enrolled)
 - Collection of private identifiable information is complete OR not applicable (no subjects were enrolled)
 - Analysis of private identifiable information is complete OR not applicable (no subjects were enrolled)

If these four research milestones, enrollment is closed, study protocol has been completed, and collection and analysis of identifiable private information are complete, the study will be closed. You will be asked to acknowledge that the study will be closed.

- c. **Check the items that are true since the last IRB approval for all sites involved in the study:** Note that if any items in this section are left unchecked, additional explanation is required. You can upload the explanation by submitting the *Renewal Supplemental Form* or another supporting document under the question **Attach supporting documents**. The Renewal Supplemental Form can be found at <https://research.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index> or create your own form and provide an explanation for the unchecked item. Include the Project Title, Project Number, Principal Investigator Name, and the specific item(s) being addressed.
- d. **Attach supporting documents:** use this section to attach the Renewal Supplemental Form if explanation of unchecked items needed, data monitoring reports, publications, and additional supporting documents.

Complete all remaining Smart Form pages.

Click **Continue** to move through the pages and select **Finish** on the last page.

If Alice Pasvogel is listed as Primary Contact on the study, please send her an email (apasv@arizona.edu) and include the study number (CR00000121) in the email. Once she has reviewed the form, she will let you know when it is ready to submit. Once you receive notification from Alice Pasvogel that the form is ready to submit, submit the form in eIRB.

From the submission workspace, click **Submit**. Click **OK** to agree to the terms.

Continuing Reviews can be found on the **Follow-On Submissions** tab of the Study workspace. Note that follow-on submissions (Modifications, CRs, and RNIs) always generate new ID#.s. Use the breadcrumb trail or reference the short title to locate associated submissions.

Submitting Closures for Deferred Studies in eIRB

Closures for deferred studies, those using an external IRB, should be submitted via the main study workspace Comment section in eIRB.

Attach the Closure Notice from the external site to the Comment; no other modification/submission is needed. It is important to select notify "IRB Coordinator" to ensure that your submission is processed.

Once processed, the study status will be updated with the change; you can log-into the study workspace to view the study update.