This guide describes how to submit a request for a Study Closure using a Continuing Review (CR) on an IRB-approved, active study.

**Study Closure Request**

Follow the steps below to submit a Continuing Review (CR) ONLY request:

1. Navigate to the Study Workspace. This can be done by selecting the IRB tab, selecting the Active or All Submissions tab, and then selecting or searching for your study. Click the study name to display the Study Workspace.

   ![Note: Click the Filter by Help button for quick search tips, including the wild card search using the “%” sign.](image)

2. On the Study Workspace, select the Create Modification/CR activity.

3. The first page that appears is Modification/Continuing Review/Study Closure.

   ![Note: After submitting to the IRB, this page is final and you will NOT be able to edit it during Pre-Review or IRB Review. If you have made a mistake on this page and have submitted the study, the IRB will ask you to DISCARD the submission.](image)

   a. For *What is the purpose of this submission?* Select Continuing Review.

4. The next page that will appear is Continuing Review / Study Closure Information.

   On this page you will include your total number of participants enrolled in the study under the Total Column as well as the total number of participants enrolled since the last Continuing review under the Since Last Approval column. **NOTE:** If your study does not require continuing review, than the number listed in both columns should be the same.

   ![Specify enrollment totals:](image)

   **For Study Closures:**

   If the first four research milestones are selected:

   1) Study is permanently closed to enrollment OR was never open for enrollment,
   2) All subjects have completed all study-related interventions OR not applicable (e.g. study did not include interventions, no subjects were enrolled),
   3) Collection of private identifiable information is complete OR not applicable (no subjects were enrolled), &
   4) Analysis of private identifiable information is complete OR not applicable (no subjects were enrolled)
This indicates that the study is ready to be closed. A question will populate the PI to answer “I acknowledge that this study will be closed.”

- If the study is NOT being closed, revise the responses to the first four milestones.
- If the study is being closed, be sure to check YES to acknowledge that this study will be closed. Once complete, click through to Finish and submit. *You will NOT need to attach study documents (protocol, consent form, etc.) if submitting a study closure.*

5. Complete the series of questions (also known as the “SmartForm”).

6. After completing the Continuing Review / Study Closure Information page, the Final Page page will appear where you will click the Finish button.

7. After clicking the Finish button, you are returned to the applicable Workspace for Continuing Reviews.

8. For the Continuing Review request, select the Submit activity in the Workspace. In the Submit dialog box, click OK to complete the submission.

**Important:** The study will remain in pre-submission and will NOT be received by the IRB for review until Submit has been selected. Once submitted the study status will change to pre-review: