

Closing a Study in myResearch IRB

****IMPORTANT:** Closing a study in myResearch IRB is **permanent**. If a study is closed, it cannot be re-opened, and a new study will need to be submitted.

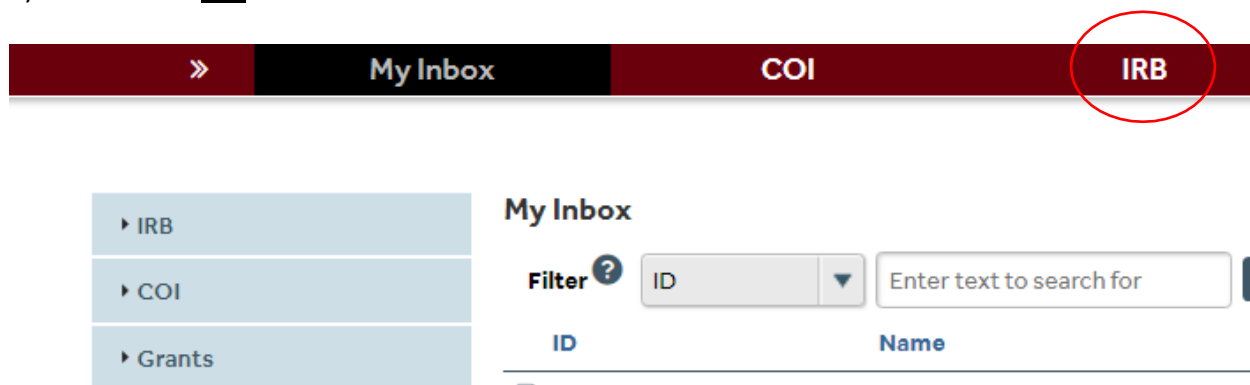
You should see all of your available studies in the **All Submissions** section of your **IRB** page (see #2 below for instructions for searches in myResearch IRB). If you do not see one of your studies, please review the following points:

- 1) If you are the approved Principal Investigator (PI) in myResearch IRB but you do not see one of your studies, send an email with the IRB study ID number to ORC_OVPR@stonybrook.edu for assistance.
- 2) If you are not the PI and you do not see one of your studies:
 - a. If you do not have access but the study is available to the PI, you must ask the PI to assign you as the Primary Contact. This requires simply accessing the study and clicking "Assign Primary Contact" in the left navigation area to select your name. This will give you immediate access to the study in myResearch IRB and you will receive all notifications related to this study. Note: The primary contact can be changed as often as necessary by any study team member.
 - b. If the PI also does not have access to the study, send an email with the IRB study ID number to ORC_OVPR@stonybrook.edu for assistance.

**** Studies with an external IRB as the IRB of record should also be closed in myResearch IRB.**

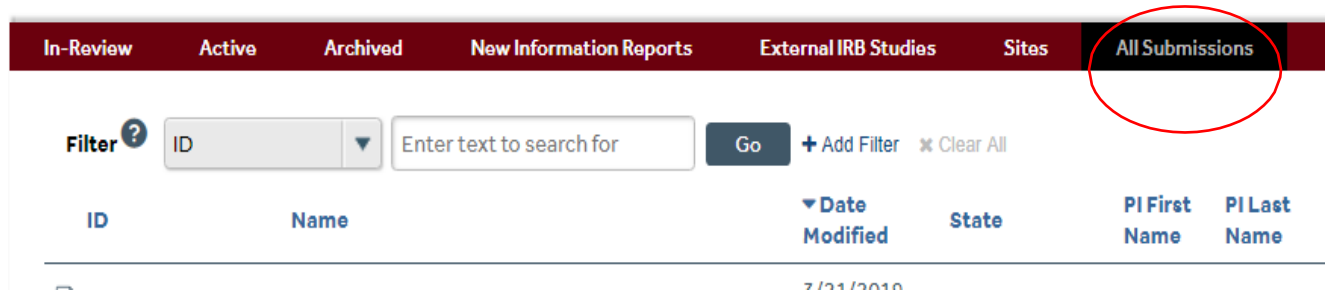
Instructions:

- 1) Click on the **IRB** tab.



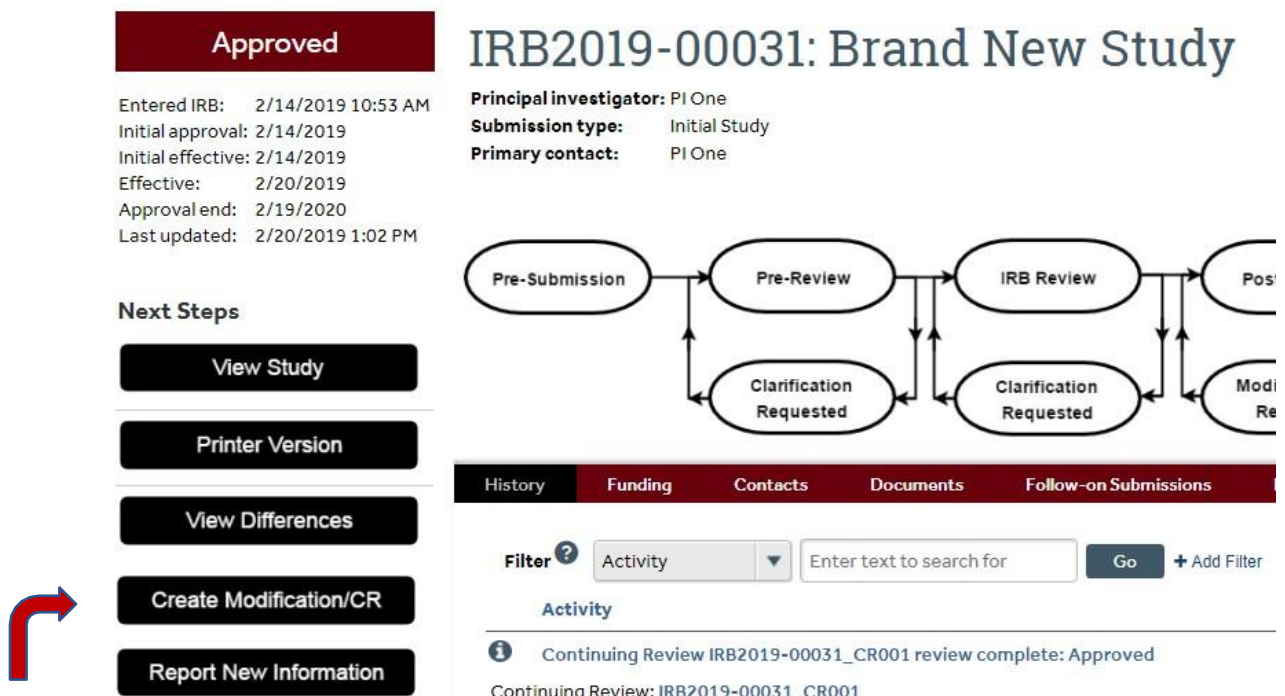
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2) Use the ID filter in the drop-down menu to search for your study using the IRB study ID number. Search under the **All Submissions** tab. Notice that you can also filter by the study name or the PI first/last name.



The screenshot shows the top navigation bar with tabs: In-Review, Active, Archived, New Information Reports, External IRB Studies, Sites, and **All Submissions** (circled in red). Below the tabs is a search area with a 'Filter' dropdown set to 'ID', a search input field with the placeholder 'Enter text to search for', and buttons for 'Go', '+ Add Filter', and '* Clear All'. Below the search area is a table header with columns: ID, Name, Date Modified, State, PI First Name, and PI Last Name.

3) Select the study title. This will route you to the study's main workspace with several actions available to you on the left side of the screen. Select **Create Modification/CR**.



The screenshot shows the study workspace for **IRB2019-00031: Brand New Study**. On the left, under the 'Approved' status, are submission details and a 'Next Steps' sidebar with buttons: View Study, Printer Version, View Differences, **Create Modification/CR** (highlighted with a red arrow), and Report New Information. The main area shows the principal investigator (PI One), submission type (Initial Study), and primary contact (PI One). Below this is a flowchart of the review process: Pre-Submission → Pre-Review → IRB Review → Post-Review, with 'Clarification Requested' loops between Pre-Review and IRB Review, and between IRB Review and Post-Review. At the bottom, there's a navigation bar with tabs: History, Funding, Contacts, Documents, and Follow-on Submissions. Below the tabs is another search area with a 'Filter' dropdown set to 'Activity', a search input field, and buttons for 'Go' and '+ Add Filter'. The 'Activity' section shows a log entry: 'Continuing Review IRB2019-00031_CR001 review complete: Approved'.

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4) Select Continuing Review.

You Are Here:  Brand New Study 3/8 >  IRBSubmission

[<< Back](#)

Modification / Continuing Review (* Refer to the last Study Closure (If requesting a subject-specific protocol modification))

* What is the purpose of this submission?

-  ☒ Continuing Review
☐ Modification
☐ Modification and Continuing Review

[Clear](#)

5) Complete the Continuing Review page. Confirm the first four research milestones and that the study should be closed upon receipt by the Office of Research Compliance.


Continuing Review / Study Closure Information

1. * Specify enrollment totals:

	Subjects Enrolled	Total
At this site:		<input type="text"/>
At all sites everywhere that are conducting this protocol:		<input type="text"/>
Total Number of Subjects Approved Study-wide:		<input type="text"/>

2. Research milestones: (Select all that apply. If enrollment of subjects is ongoing, skip this section.)

- ☒ 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)
- ☒ 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)
- ☐ 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

 * I acknowledge that this study will be closed: ☒

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6) Check boxes and add documents for questions 4 and 5, as applicable. For question 5, click **Add** to upload the following for the last subject enrolled **in the most recent approval period** (as applicable).

- Last signed consent/parent permission/assent form (redacted version)
- Last completed inclusion/exclusion criteria checklist (redacted version)

7) Select **Continue**. You will be directed to a Final Page that mentions ancillary reviews. Ignore these requirements, which are not applicable for closure submissions.

8) Select **Finish**. Only the person listed as the Principal Investigator (PI) will see the option to **Submit** the closure application for review. If someone other than the PI creates the submission, the **Add Comment** option can be used to send a comment/email notification to the PI that the application is ready for review/submission. NOTE: The submission has not been submitted for closure until the PI submits the study and it enters Pre-Review.

