

**Department:** UAMS Institutional Review Board  
**Policy Number:** 8.4  
**Section:** Change in Protocol  
**Effective Date:** February 8, 2005  
**Revision Dates:** NA

**SUBJECT: Study Closure**

**POLICY:** Once all study activities are complete and there is no longer a need to access identifiable participant information, Investigators should close the study out with the IRB within 30 days of decision to close study. Investigators may request closure of a study upon continuing review or by submitting a separate study closure form.

**PROCEDURE:**

**1. Investigator:**

1.1 If Investigator chooses not to close at the time of Continuing Review, a fully complete study closure form should be submitted through ARIA.

**2. IRB Staff:**

2.1 Upon receipt of Study Closure Form in ARIA, IRB Staff should verify study closure is appropriate. This may require comparison of information submitted on Closure form and last Continuing Review form and/or contacting the Investigator to resolve any outstanding issues.

3.3 Prepare a study closure letter for Chair review, approval and signature.

3.4 Place on next available agenda under Study Closures reported to the Committee.