IRB Review and Submission Process: Protocol Closure

At completion of the research (or at expiration) the PI is required to de-identify all data, store research records in accordance with the approved protocol and submit the appropriate form within 30 days.
Exempt Research: Complete a Research Protocol Check-In Survey.
Expedited Research: Submit a Final Report.

Additional Info

Research is considered complete when all interaction/intervention with subjects and analysis of personally identifiable data is complete.

Data is de-identified when subjects represented in the dataset can no longer be identified. Deidentification is accomplished by removing some or all identifiers such as name, SSN, DOB, age, marital status, rank, sex, etc.

HRPP Specialist reviews for completeness and compliance. PI is contacted if updates are needed. When complete, package is sent to the IRB for review.

IRB Chair reviews. If the IRB requires updates, PI will submit required changes for final review before closure. IRB protocol is closed. Research that is closed cannot be re-opened.

HRPP Specialist reviews if RPC

Research is complete or approval expires (no renewal needed)

↓

PI de-identifies data, stores records, and submits form.
Exempt: Research Protocol Survey
Expedited: Final Report

↓

HRPP Specialist provides preliminary review & PI makes updates to package (if needed)

↓

IRB (if final report) or HRPP Specialist (if RPC) conducts review

→ PI submits required updates (if needed) → IRB closes the protocol