IRB Review and Submission Process: Protocol Closure

At completion of the research, no later than expiration of approval, the PI will close the protocol by de-identifying and safeguarding data according to the approved protocol the data and submitting a End of Experiment 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. De-identification is accomplished by removing some or all identifiers such as name, SSN, DOB, age, marital status, rank, sex, etc.

The IRB stores copies of the consent forms and de-identified with the approved protocol file.

EoE Form can be found at www.nps.edu/research/IRB_Applications.htm

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IRB Administrator 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 if needed and the IRB protocol is closed. Research that is closed cannot be re-opened. To begin the research again you will need to complete an initial review application package for review and approval by the NPS President.

Flow:

Research is complete or approval has expired

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PI de-identifies data, completes IRB End of Experiment Form & submits form

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IRB Administrator provides preliminary review & PI makes updates to package (if needed)

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IRB conducts review

→ IRB closes the protocol

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