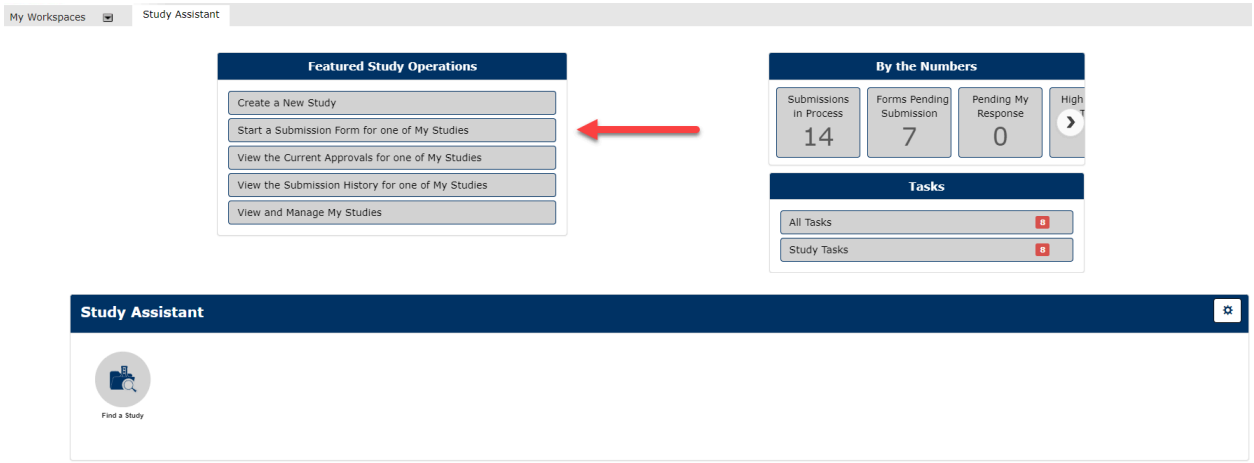
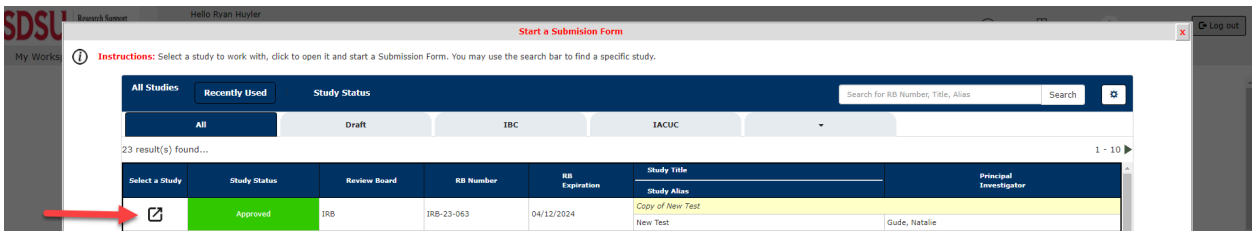
Submitting a Continuing Review/Study Closure

All studies approved under full committee review must undergo periodic (typically annually) review by the IRB office prior to approval expiration. Study approval expiration date is posted on your approval letter, and also listed at the top of the Submission Page for your study. Continuing Review/Study Closure requests must be submitted before the submission deadline for the IRB meeting prior to the approval expiration date. For more information please see the SDSU Human Research Protection Program (HRPP) Standards and Practices and the Research Support Services website for a calendar of dates.

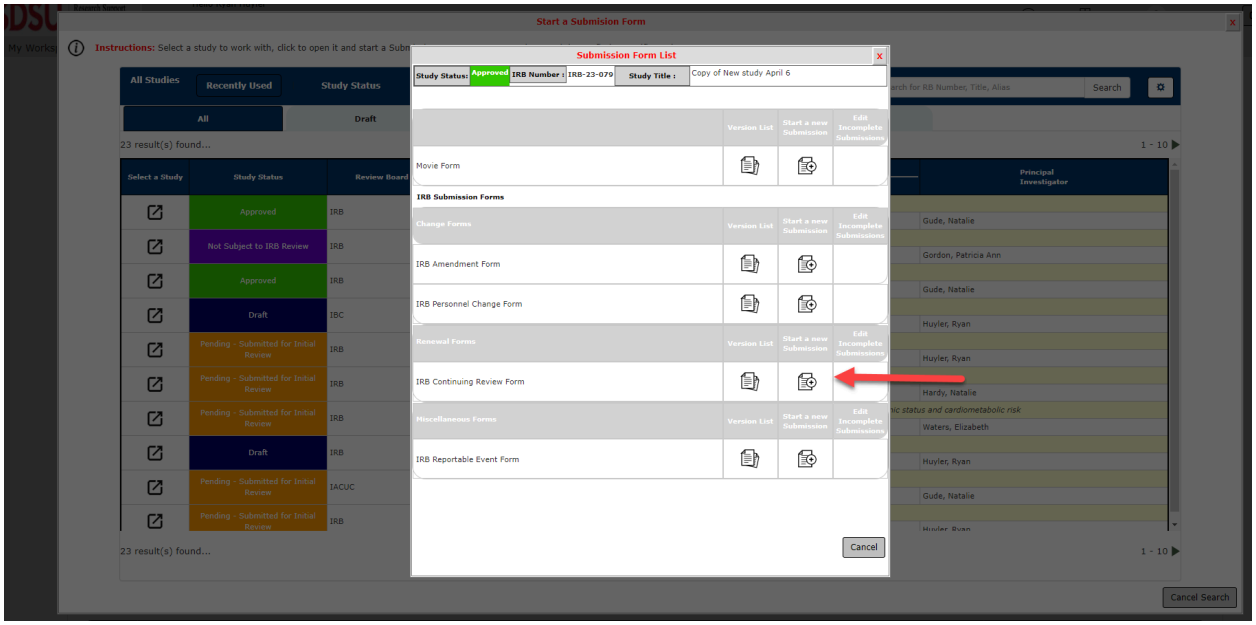
1. In the Featured Study Operations Box in the Study Assistant, Select **Start a Submission Form for One of My Studies**



2. Select the Study you have previously submitted for which you would like to submit a Continuing Review/ Study Closure Form.



3. Under *Renewal Forms*, Select **IRB Continuing Review Form**



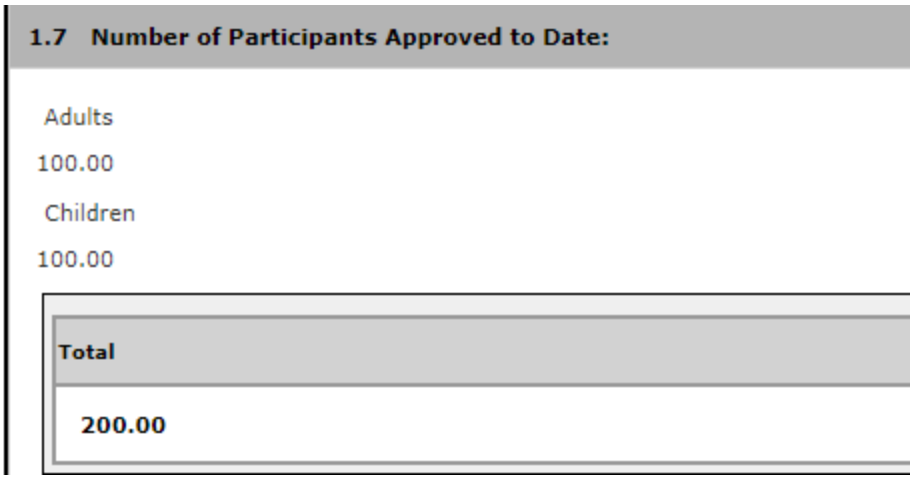
4. In ***Question 1.6*** Select the most appropriate **Study Status** for your current project.

1.6 Study Status:

- ◯ Active—none enrolled
- ◯ Active—enrolling
- ◯ Enrollment complete—participants in follow-up/intervention/study interaction
- ◯ Enrollment complete—data collection complete, analysis of identifiable data
- ◯ Study closure—data analysis of de-identified data
- ◯ Study closure—all research activities are complete

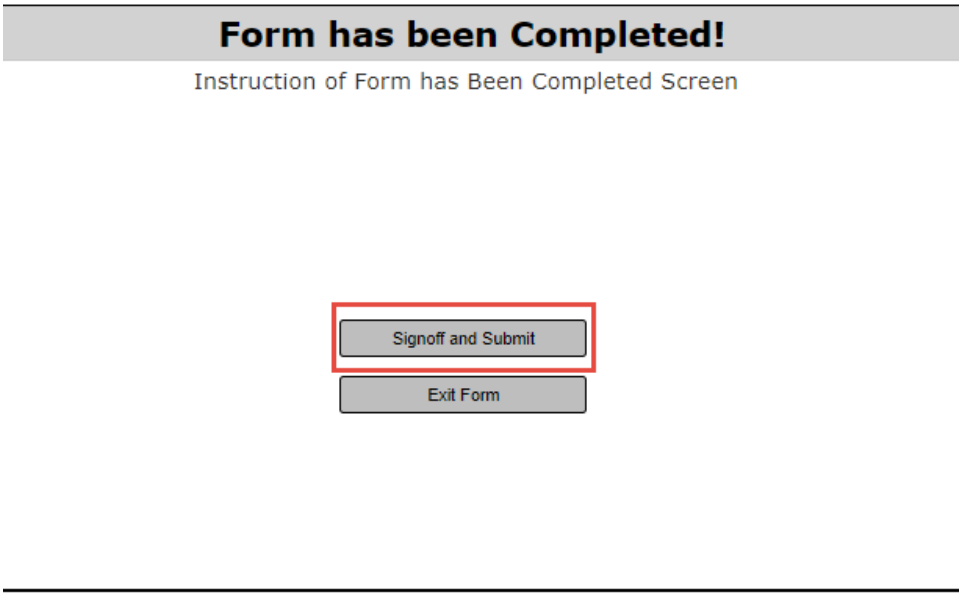
If you would like to close your study, choose the most appropriate option: **Study Closure—data analysis of de-identified data** or **Study Closure—all research activities are complete**.

5. In ***Question 1.7,*** your participant totals will pre-populate from your initial application.

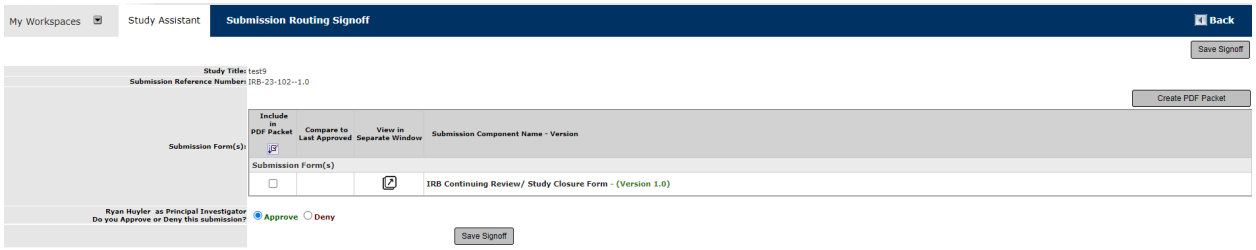


6. Continue through the prompts selecting the appropriate answers as they pertain to the continuation of the Study. If any changes have been made to your protocol, you must also submit an Amendment Form.

7. Select option to sign off and submit Continuation



8. This step can only be done by the PI listed on the Study. They have to agree and approve the submission of the Continuation; then select Save Signoff.



9. This will now be pushed to the IRB queue for processing. They will be in touch if additional information is needed.