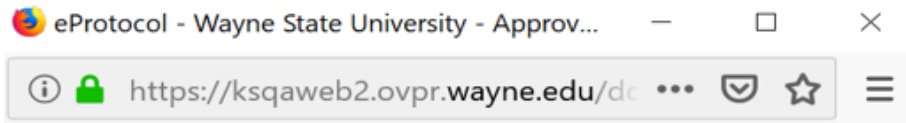


Closing a study in eProtocol

- From listing of approved protocols
- Click on Protocol ID
- The following pop up screen will appear:



Approved Protocol Decision

Please select any one of the following:

- Open in View Mode
- Protocol Details
- Start Amendment
- Start Continuing review
- Start Final Report Form**
- Start Report Form
- Start Serious Adverse Event Form
- Start Protocol Violation Form

- Select **“Start Final Report Form”**
- Complete the Final Report Preliminary questions
- All Responses must be **“Yes”** for study closure eligibility
- Select **“Continue”**

[Home](#) » Final Report

Obligation of the Protocol Director - Final Report

- * You may close a human subject research protocol approved by the IRB at any point prior to its continuing review date.
- * Submit within 30 days of the completion of the study.
- * Should not be submitted until after the final site visit by the sponsor (industry sponsored projects)
- * Should not be submitted if the funding is still open (an open funding account requires a current IRB approval).
- * Investigators must inform study participants of any significant new knowledge obtained during the course of the research that may affect their future health.

Answer

Yes	No	
<input type="radio"/>	<input type="radio"/>	Is this study closed to enrollment?
<input type="radio"/>	<input type="radio"/>	Have all participants completed all research-related interventions?
<input type="radio"/>	<input type="radio"/>	Have all participants completed all research-related follow-up?
<input type="radio"/>	<input type="radio"/>	Has the University data analysis been completed?
<input type="radio"/>	<input type="radio"/>	Has your sponsored project (funding) been closed?
<input type="radio"/>	<input type="radio"/>	If this is a multi-site study and University is the coordinating institution or the University investigator is the lead investigator, is the study closed at all participating sites?

- Complete “Final Report Form”

Final Report Form

Instructions:
When the study is complete and all data has been de-identified (with no link to identifiers), submit this Final Report Form to close the study. Please answer each of the following questions (if the question is not applicable, enter N/A or None), and remember to click Submit Form after completing the form.

INSTRUCTIONS: Please answer each of the following questions (if the question is not applicable, enter N/A or None).

1. Confirm

	Yes	No	N/A	
a.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is this study closed to enrollment?
b.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Have all participants completed all research-related interventions?
c.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Have all participants completed all research-related follow-up?
d.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is analysis of identifiable data complete for this study?
<p>Note: If the data being analyzed is identifiable, directly or via a code or linked list of identifiable information, please submit a continuing review form instead.</p>				
e.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Has your sponsored project (funding) been closed?
f.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If this is a multi-site study and WSU is the lead institution or the WSU Investigator is the Lead Investigator, is the study closed at all participating sites?

2. Total number of participants approved by this IRB to consent at this site.

3. Total number of participants consented at this site.

4. Total number of participants who have completed the study:

5. Total number of charts/records/specimens approved for use by the IRB

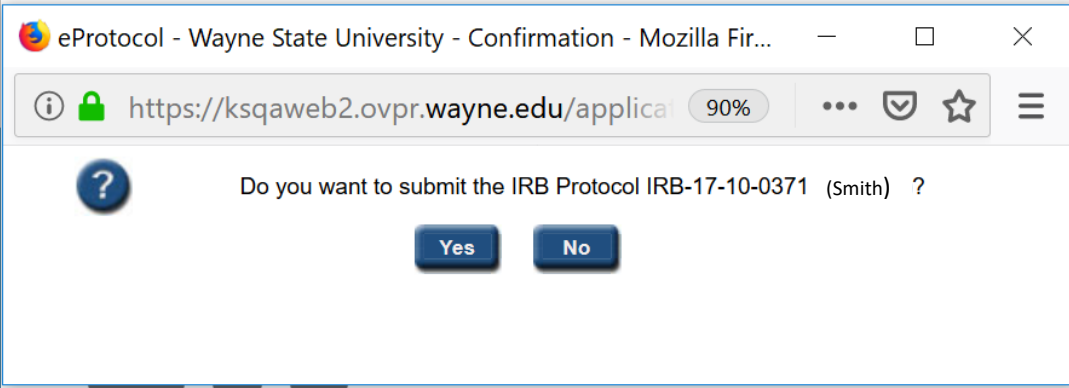
6. Total number of charts/records/specimens used in this study

7. Please explain any discrepancies in the number of participants/charts/records/specimens approved by the IRB and the actual number recruited or used

- Select “Save”
- Select “Submit Form”
- Select “Yes” to Submit Form

- Final Report Form
- Training Checklist
- Submit Form
- Print View
- Get Protocol

Final Report Form



- The final Report will appear on your dashboard under “**FINAL REPORT**”
- With Status “**SUBMITTED TO IRB**”

FINAL REPORT			
Protocol ID	Principal Investigator	Protocol Event	Status/Comments
IRB-17-10-0371	Smith, John	SUBMITTED TO IRB	SUBMITTED