

Closing a Study in eCompliance

1. To close a study, go to ecompliance.ku.edu and log in using your KU ID and password.
2. Access the study in the IRB by clicking the “IRB” link in the red banner, and clicking the “All Submissions” tab (See Guide for [Accessing a Study](#))
3. Access your study by clicking the hyperlinked study title. Click the “Create Modification/CR” button from the menu to the left.

Create Modification/CR

4. To close a study, select “Continuing Review”

Modification / Continuing Review / Study Closure

* What is the purpose of this submission? ?

- Continuing Review
- Modification and Continuing Review
- Modification/Update

[Clear](#)

5. On the next page, enter the number of participants in Question 1, and then click at least the first 4 milestones on Question 2.

NOTE: If the first 4 milestones are not true for your study, then you should not close your project.

Continuing Review / Study Closure Information

1. * Specify enrollment totals:

| | Subjects Enrolled | Total | Since Last Approval |
|-------------------------------|----------------------|----------------------|----------------------|
| At this investigator's sites: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Study-wide: | <input type="text"/> | <input type="text"/> | |

2. Research milestones: (select all that apply) ?

- Study is permanently closed to enrollment OR was never open for enrollment
- All subjects have completed all study-related interventions OR not applicable (e.g. study did not include interventions, no subjects were enrolled)
- Collection of private identifiable information is complete OR not applicable (no subjects were enrolled)
- Analysis of private identifiable information is complete OR not applicable (no subjects were enrolled)
- Remaining study activities are limited to data analysis
- Study remains active only for long-term follow-up of subjects

i Important! If the first four research milestones above are complete, the study will be closed to discontinue IRB oversight.

- Complete the rest of the information in the form and click “Finish.” In order to submit your study for review by HRPP staff, **click the “Submit” button on the left side of the screen.** If you are not the PI on the project, then the PI will need to log in and click the “Submit” button.

The system will require that you enter your KU ID and password.

Pre-Submission

Entered IRB:
 Last updated: 7/14/2017 11:41 AM

Next Steps

- Edit Modification/CR
- Printer Version
- Submit**
- Discard
- Manage Ancillary Reviews
- Add Comment
- NotifyPI

Status Change Alert

DRAFT SUBMISSION STAGE. Click “Submit” or “Notify PI” to send to IRB for review.

CR00005310: Continuing Review for Study STUDY00141109

Principal investigator: Anita Anderson **IRB office:** KU Lawrence
Submission type: Continuing Review
Primary contact: Anita Anderson
IRB coordinator:

- Once the study is submitted, the flowchart will change from “Pre-Submission” to “Pre-Review” and the History Activity will show that the study has been “Submitted”. There will also be a green banner at the top of your screen for a few seconds to show submission.

Pre-Review

Entered IRB: 7/26/2017 2:31 PM
 Last updated: 7/26/2017 2:31 PM

Next Steps

- View Modification/CR
- Printer Version
- Withdraw
- Discard
- Add Comment

Status Change Alert

Success! Your submission has been sent to the IRB.

CR00005312: Continuing Review for Study STUDY00141151

Principal investigator: Anita Anderson **IRB office:** KU Lawrence
Submission type: Continuing Review
Primary contact: Anita Anderson
IRB coordinator:

History | Project Contacts | Documents | Related RNIs | Snapshots

Filter ? Activity v Enter text to search for Go + Add Filter x Clear All

| Activity | Author | Activity Date |
|-----------|-----------------|-------------------|
| Submitted | Anderson, Anita | 7/26/2017 2:31 PM |

Looking for something else? There is more information available on the [HRPP website](#):

Quickstart

- ✓ [Creating a Study](#)
- ✓ [Modification](#)
- ✓ [Study Team Modification](#)
- ✓ [Continuing Review](#)
- ✓ [Accessing a Study](#)
- ✓ [Changing Principle Investigator](#)
- ✓ [Adding Funding](#)
- ✓ [Creating an External IRB Study](#)
- ✓ [Responding to Clarifications](#)

Guides

- ✓ [Student Ancillary Review Guide](#)
- ✓ [Faculty Ancillary Review Guide](#)