Closing a Study in eCompliance

**STEP 1:** To close a study, go to ecompliance.ku.edu and log in using your KU ID and password.

**STEP 2:** Access the study in the IRB “Active” tab (See Quickstart Guide for Accessing a Study)

**STEP 3:** Click the “Create Modification/CR” button from the menu to the left.

**STEP 4:** To close a study, select “Continuing Review”

**Modification / Continuing Review**

* What is the purpose of this submission?
  - Continuing Review
  - Modification
  - Modification and Continuing Review
  - Clear

**STEP 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.

Continuing Review / Study Closure Information

1. *Specify enrollment totals:

<table>
<thead>
<tr>
<th>Subjects Enrolled</th>
<th>Total</th>
<th>Since Last Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>At this investigator’s sites:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study-wide:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Research milestones:** (select all that apply)
   - Study is permanently closed to enrollment
   - All subjects have completed all study-related interventions
   - Collection of private identifiable information is complete
   - Analysis of private identifiable information is complete
   - Remaining study activities are limited to data analysis
   - Study remains active only for long-term follow-up of subjects

**Important!** If the first four research milestones above are complete, the study will be closed to discontinue IRB oversight.
**STEP 6:** Complete the rest of the information in the form and click “Finish.” In order to submit your study for review by HSCL 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.
Looking for something else? There is more information available on the HSCL website:

**Quickstart**

- Creating a Study
- Modification and Continuing Review
- Continuing Review Determination Guide
- Closing a Study

**Guides**

- [Student/Faculty Supervisor Submission Guide](#)
- [Study Submission Guide](#)

**FAQs**

- [eCompliance FAQs](#)