



Construyendo Esperanza

INSTITUTIONAL REVIEW BOARD

IRB STUDY CLOSURE FORM

Instructions: Complete this form when approved human subject research is CONCLUDED or CANCELLED . Studies that involved long-term follow-up of subjects but enrollment of new subjects has ended may fill this form. <i>Whenever possible, please include a separate final summary of the study with this form or a sponsor letter (if funded) requesting closure of the study.</i>	
Protocol Title	
IRB Approval No.	
Principal Investigator	
Phone number	
E-mail	
Co-Investigator(s)	
Faculty Advisor/ Mentor (if applicable)	
Number of total subjects enrolled:	

This research project is being closed for the following reason(s): [check all that apply]

- ☐ All research activities including data analysis and reporting are complete
- ☐ Human Subjects involvement is complete (e.g., there is no follow-up planned with subjects, data no longer contain identifiers, and there are no identifying codes to the de-identified data that can link the data to individuals).
- ☐ The research is no longer funded.
- ☐ The PI never initiated the study.
- ☐ The research project has been open for a period of three or more years, and the PI has enrolled no subjects in the study, collected no data from records, nor collected/received specimens during this interval.
- ☐ The PI is leaving the institution. [Study closure at CCC-UPR may be appropriate even if the PI intends to continue the research activities at another institution.]

- ☐ The Sponsor is requesting closure. [Provide reason below.]
- ☐ The study is being closed for another reason.

Please describe reason for closure:

NOTE: Retention of the Research Records

Study records must be retained even if a study is closed or canceled before it is completed. For federally funded, supported, conducted or regulated research, there are specific requirements that must be followed. You should familiarize yourself with these requirements.

Principal Investigator assurance and signature			
I certify that the information provided is complete and accurate. As Principal Investigator, I have ultimate responsibility for the conduct of this study, the continued ethical acceptability of the project, the protection of the rights and welfare of human subjects.			
Signature of Principal Investigator		Date	