

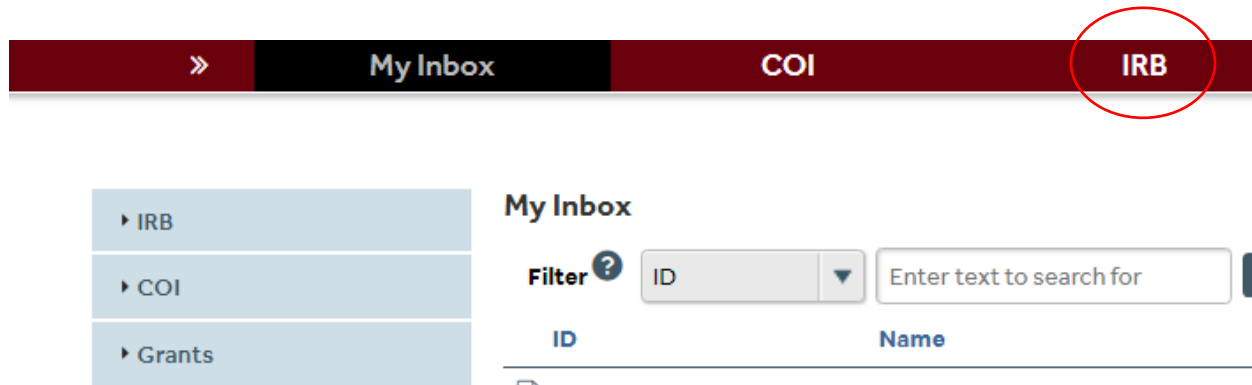
## Closing a Study in myResearch

\*\* You should see all of your imported studies in the **All Submissions** section of your **IRB** page (see below for instructions for searches in myResearch). If you do not see one of your studies, please review the following points to obtain access to the study shell in myResearch:

- 1) All studies should be available to the PI. If you are the approved PI in IRBNet but you do not see one of your studies, send an email with the IRBNet ID number to [OVPR\\_myresearchIRB@stonybrook.edu](mailto:OVPR_myresearchIRB@stonybrook.edu) for assistance.
- 2) If you are not the PI and you do not see one of your studies, first contact the PI to confirm that the study is not already available in myResearch.
  - a. If you do not have access but the study is available to the PI, it means that your name was not included in the imported data. You must ask the PI to assign you as the Primary Contact. This requires simply accessing the study and clicking “Assign Primary Contact” in the left navigation area to select your name. This will give you immediate access to the study in myResearch and you will receive all notifications related to this study. Note: The primary contact can be changed as often as necessary by any study team member.
  - b. If the PI also does not have access to the study, send an email with the IRBNet ID number to [OVPR\\_myresearchIRB@stonybrook.edu](mailto:OVPR_myresearchIRB@stonybrook.edu) for assistance.

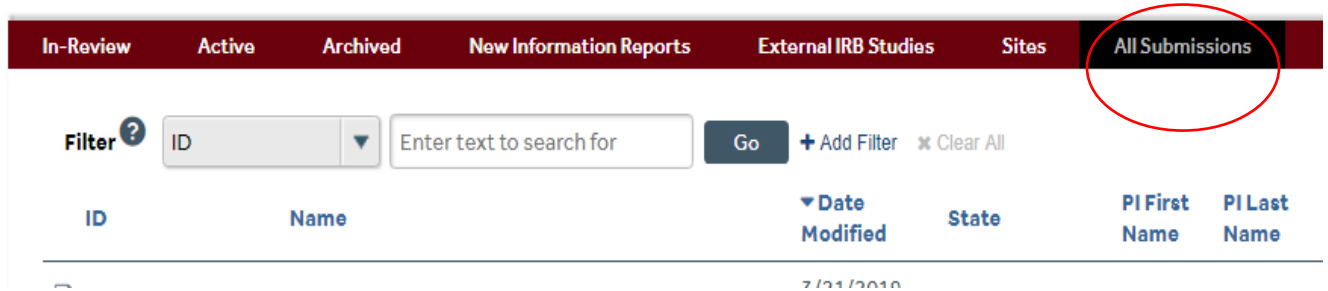
\*\* Studies with an **external** IRB as the IRB of record should be closed in **IRBNet**.

1) Click on the **IRB** tab




## Closing a Study in myResearch

2) Use one of the various filters to search for your study using the IRBNet ID number (no hyphen, no package number). Search under the **All Submissions** tab. Notice that you can also filter by ID as well as the study name listed in IRBNet or the PI first/last name.



The screenshot shows the 'All Submissions' tab selected in the top navigation bar. Below the navigation bar is a search filter section with a dropdown menu set to 'ID', a search input field containing 'Enter text to search for', and buttons for 'Go', '+ Add Filter', and '\* Clear All'. Below the search section is a table with the following columns: ID, Name, Date Modified, State, PI First Name, and PI Last Name. The table is currently empty.

3) Select the study title. This will route you to the study's main workspace with several actions available to you on the left side of the screen. Select **Create Modification/CR**.



The screenshot displays the study workspace for IRB2019-00031: Brand New Study. The page is titled "Approved" and shows the study title "IRB2019-00031: Brand New Study". Key information includes the Principal investigator (PI One), Submission type (Initial Study), and Primary contact (PI One). A flowchart illustrates the study process: Pre-Submission, Pre-Review, IRB Review, and Post-Review, with arrows indicating transitions and "Clarification Requested" boxes. On the left, a "Next Steps" sidebar contains buttons for "View Study", "Printer Version", "View Differences", "Create Modification/CR", and "Report New Information". A red arrow points to the "Create Modification/CR" button. Below the flowchart is a navigation bar with tabs for History, Funding, Contacts, Documents, and Follow-on Submissions. The "Activity" section shows a filter set to "Activity" and a search input field. Below the search field, an activity log entry reads: "Continuing Review IRB2019-00031\_CR001 review complete: Approved".

## Closing a Study in myResearch

### 4) Select Continuing Review

You Are Here:  Brand New Study 3/8 >  IRBSubmission

[← Back](#)

## Modification / Continuing Review (\* Refer to the lat Study Closure (If requesting a subject-specific prot

### \* What is the purpose of this submission?



- Continuing Review
- Modification
- Modification and Continuing Review

[Clear](#)

5) Complete the Continuing Review page. Confirm the first four research milestones and confirm that the study should be closed upon receipt by the Office of Research Compliance.


## Continuing Review / Study Closure Information

### 1. \* Specify enrollment totals:

	Subjects Enrolled	Total
At this site:		<input type="text"/>
At all sites everywhere that are conducting this protocol:		<input type="text"/>
Total Number of Subjects Approved Study-wide:		<input type="text"/>

### 2. Research milestones: (Select all that apply. If enrollment of subjects is ongoing, skip this section.)

- 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 interve
- 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

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



\* I acknowledge that this study will be closed:

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6) Check boxes and add documents for questions 4 and 5, as applicable. For question 5, click **Add** in order to upload the following for the last subject enrolled **in the most recent approval period** (as applicable).

- Last signed consent/parent permission/assent form (redacted version)
- Last completed inclusion/exclusion criteria checklist (redacted version)

7) Select **Continue**. You will be directed to a Final Page that mentions ancillary reviews. Ignore these requirements, which are not applicable for closure submissions.

8) Select **Finish**. Only the person listed as the Principal Investigator (PI) will see the option to **Submit** the closure application for review. If someone other than the PI creates the submission, the **Add Comment** option can be used to send a comment/email notification to the PI that the application is ready for review/submission.

