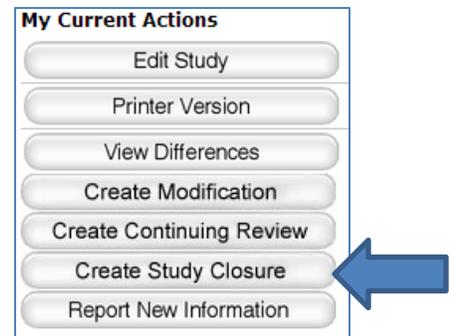




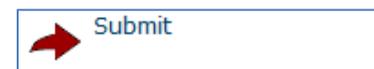
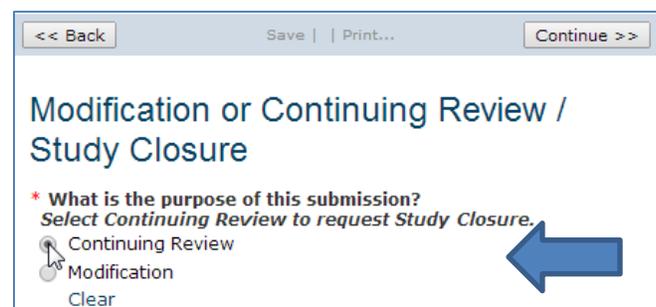
Closing a Study

In order to appropriately close your study, you should submit a Continuing Review (use the following steps). If all of the appropriate closure criteria are met, the IRB will approve the Continuing Review, and then close the study.

1. Log in to irb.harvard.edu
2. Navigate to an approved study workspace
 - This is a submission numbered without letters or with the prefix “IRB”
 - The main study must not be in the middle of review
3. Click the “Create Study Closure” button.



4. In the SmartForm, select the “Continuing review” type of submission.
5. Select “continue” on the SmartForm Page to complete the submission.
6. Once all the information is completed, select “**Submit**” from the ‘My Current Actions’ section on the left side of the screen (*activity marked with a red arrow in the submission workspace*). **Only the PI or Faculty Sponsor on the project (if there is one) will see this activity.**



7. If all required items have been completed, you will see instructions and information on next steps. Clicking “OK” will submit the study to the IRB, and you will see the study transition to the “Pre-Review” state.

Tips

- ✓ For details about what items are required on the continuing review form, please refer to the [Study Submission Guide](#).
- ✓ If you selected the wrong purpose of the submission or made an error on the first page, select ‘back’ to exit.
- ✓ If you withdraw a continuing review before it is approved, the withdrawal will not affect the review status of the project.

Important! Only the Principal Investigator can submit a Continuing Review. Any other members of the study team who prepare the application must notify the PI when the application is ready to submit.