**IRB of record: UAB IRB**

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|[ ]  **Final Report: IRB ePortfolio form, Section 2***For use when submitting final reports for:** Full board reviews
* Expedited reviews (1 year renewals)

*Tips:** **You cannot close out the IRB until all work has been completed on the protocol, including all data analysis.** Once you close the IRB, you cannot access any of this data for analysis again unless you reopen the IRB submission.
* Change the type of application to continuing review
* Have the start date of the protocol and the current IRB expiration date on hand
* Know the study status (open to enrollment, closed to enrollment, in long-term follow-up/data analysis/etc) and dates of those statuses
* Know the current and total subject enrollment numbers; if your team utilizes OnCore, these numbers can be found in the CRA console
* Know if you need to report demographic information
* Provide any and all results of the data analysis (does not have to be officially published)
* For protocols that were started on an HSP form only, use the separate Continuing Review e-form instead
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|[ ]  **ESU Final Report: IRB Revision/Amendment e-form**For use when submitting final reports for:* Expedited status update reviews (3 year renewals)

*Tips:** **You cannot close out the IRB until all work has been completed on the protocol, including all data analysis.** Once you close the IRB, you cannot access any of this data for analysis again unless you reopen the IRB submission.
* Know the total subject enrollment numbers; if your team utilizes OnCore, these numbers can be found in the CRA console
* Provide any and all results of the data analysis (does not have to be officially published)
* For protocols that were started on an HSP form only, use the separate Continuing Review e-form instead
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|[ ]  **Exempt IRBs**Per UAB IRB, protocols that have exempt IRB approval do not require a final report to be submitted. |

**IRB of record: WCG IRB**

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|[ ]  **Study Closure: WCG IRB Connexus smart form***Tips:** Know the total subject enrollment numbers; if your team utilizes OnCore, these numbers can be found in the CRA console
* You must have permission from the sponsor and/or CRO to closure your site
* Study Closure Notice will be sent out via email to all contacts
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**IRB of record: Advarra/Sterling/Other Academic IRBs**

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|[ ]  **Study Closure: central IRB’s study closure/termination form***Tips:** Commercial IRBs will have a form to complete on their IRB platform
* Academic IRB/lead site regulatory contacts will reach out with instructions on how to complete a final report for a relying site
* Know the study status (open to enrollment, closed to enrollment, in long-term follow-up/data analysis/etc.) and dates of those statuses
* Know the current and total subject enrollment numbers; if your team utilizes OnCore, these numbers can be found in the CRA console
* You must have permission from the sponsor and/or CRO to closure your site
* Once you receive the central IRB’s study closure notice, upload these into IRAP as a Continuing Review submission type. Only upload the IRB closure notice – you **do not** have to complete a Continuing Review form
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