Required Documents

Study Closure

All instructions, forms and templates can be found on the SHARED drive at the following pathway:

IRB_Forms\Human Research Protection Program - IRB Documents

☐  This Checklist

☐  Study Closure Report (Form 212), signed by investigator
  - Must be submitted within 30 days of the study closure

☐  Application (Form 211)
  - Copy of the previously approved and signed (new signatures not needed)
  - If a copy cannot be located, then a newly signed form must be submitted

☐  Addendum to Application (Form 211a), if applicable
  - Copy of the previously approved and signed (new signatures not needed)
  - If a copy cannot be located, then a newly signed form must be submitted

☐  Conflict of Interest Screening Form for each staff member listed on the application
  - If staff member has already provided PHS financial disclosure, then a Conflict of Interest Screening form is NOT required.

If any of the above is missing, the paperwork will not be accepted or distributed for further IRB review, and will be returned.