

## IRB Review and Submission Process: Protocol Completion / Closure

At completion of the research, no later than expiration of approval, the PI will close the protocol by de-identifying and safeguarding data according to the approved protocol the data and submitting a Project Closure Report.

**Additional Info**

Research is considered complete when all interaction/intervention with subjects and analysis of personally identifiable data is complete:

Data is de-identified when subjects represented in the dataset can no longer be identified. De-identification is accomplished by removing some or all identifiers such as name, SSN, DOB, age, marital status, rank, sex, etc. The IRB stores copies of the approved consent forms and de-identified with the approved protocol file.

IRB Administrator reviews for completeness and compliance. PI is contacted if updates are needed. When complete, package is sent to the IRB for review.

IRB reviews. If approved under a convened IRB, depending on the status of the research, may be required to be reviewed by the convened IRB.

If the IRB requires updates the PI is notified. IRB makes a recommendation to the IO.

Institutional Official reviews Protocol Completion or Closure. Approves or Disapproves.

The IRB Administrator notifies the PI. If the research is currently expired, the PI may again begin research.

