**FINAL REPORT, STUDY CLOSED, OR STUDY COMPLETE FORM**

**INSTITUTIONAL REVIEW BOARD**

**WHEN TO USE THIS FORM**

If **ANY** of the following apply to this study, the study **does not require active** IRB approval and this **Final Report Form** must be submitted by the Due Date:

1. Not enrolling new research subjects and all subjects have completed research-related activities and data analysis or report writing is complete
2. Not enrolling new research subjects and all subjects have completed research-related activities and all data has been de-identified
3. Not enrolling new research subjects and all subjects have completed research-related activities and individually identifiable private information is being stored without using, studying, or analyzing such information

**HOW TO SUBMIT THIS FORM**

The completed form and any supporting documents (e.g., consent form, recruitment materials, letters of support, interview questions, survey instrument, etc.) should be submitted to:

1. E-mail to orc@mu.edu;
2. Type “Final Report Submission for [first and last name of PI] HR-[enter 4 digit HR number]”
3. If the PI is a student, the faculty advisor must send or be cc’d on the e-mail.
4. The body of the e-mail must include the title of the study and an itemized list of attachments.
5. Once submitted, the IRB will e-mail back a response of receipt. If you do not receive an e-mail confirmation of submission within 3-5 days of submission, please contact the IRB by phone (288-7570) or email (orc@mu.edu) to verify receipt.

|  |
| --- |
| **SECTION A: ADMINISTRATIVE INFORMATION** |
| **INSTRUCTIONS**: If PI is a student, complete #6 and #7. |
| A2. Study Title: |  |
| A2. MU IRB HR#: | HR- |
| A3. Principal Investigator(PI): |  |
| A4. PI e-mail: |  | A5. PI Phone#: |  |
| A6. Name of advisor: |  |
| A7. E-mail of advisor: |  |

|  |
| --- |
| **SECTION B: STUDY PROGRESS** |
| **INSTRUCTIONS**: Check the description that applies to why you are requesting IRB closure. If you are unable to select one of three below, then your study may need to remain active for IRB approval. |
|  [ ]   | Not enrolling new research subjects **and** all subjects have completed research-related activities **and** data analysis or report writing is complete |
|  [ ]  | Not enrolling new research subjects **and** all subjects have completed research-related activities **and** all remaining data has been de-identified |
|  [ ]  | Not enrolling new research subjects **and** all subjects have completed research-related activities **and** individually identifiable private information is being **stored** without using, studying, or analyzing such information |

|  |
| --- |
| **SECTION C: STUDY PROGRESS** |
| **INSTRUCTIONS**: Check all that apply and complete the corresponding section. |
| C1. Date study closed or completed: |  |
| C2. Total number of subjects enrolled, and/or specimens collected, and or datasets analyzed: |  |
| C3. If any subjects withdrew since the last IRB review, explain how many the reason(s) for withdraw: |  |
| C4. Were there any unanticipated problems involving risks to subjects or others that have **previously not** been reported to the IRB: | [ ] NO[ ] YES (If Yes, complete the Reportable Event Form) |

|  |
| --- |
| **SECTION D: NARRATIVE** |
| **INSTRUCTIONS**: Briefly explain any findings or outcomes. |
|  |

|  |
| --- |
| **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ORC ONLY \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*** |
|  [ ]  Acknowledged | Date: | Name: |
|  [ ]  Additional Information Needed prior to closure |
|  [ ]  Refer to Chair, Vice Chair or Other Member |
|  [ ]  Request Amendment |
|  [ ]  Request Reportable Event Form |
|  [ ]  Other |
| Comments: |