**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 |
|  | **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 |
|  | **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 |

**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 |