

**GRAMBLING STATE UNIVERSITY
INSTITUTIONAL REVIEW BOARD
HUMAN SUBJECT COMMITTEE**

Request to Close a Research Study

Use this form when requesting to close a research study operating under the purview of the GSU-IRB
Email the completed form to irb@gram.edu

Please note that a protocol cannot be closed if:

- Subjects will still be enrolled
- Data collection is ongoing
- Data analysis of identifiable data is ongoing
- The sponsor has not provided a closure letter (**if applicable**).

If any of the activities above are taking place, a ***Request to Reapprove a Research Study*** must be submitted to the IRB for approval to ensure continuing compliance with federal regulation and University policies.

Additionally, **any** protocol that includes a secondary aim or component that involves the banking of identifiable biological specimens **or data** for a time period exceeding the duration of the primary protocol cannot be closed. The protocol must remain open for as long as identifiable biological samples or data are being retained for future research purposes by GSU researchers.

IRB Protocol Number: Click here to enter text.	
Title of Research Project:	
Investigator Name Click here to enter text.	
Campus Address: Click here to enter text.	
Campus Phone: Click here to enter text.	E-mail: Click here to enter text.
Faculty Advisor: Click here to enter text.	
Protocol Correspondent Name & Address (if different than PI): Click here to enter text.	
Campus Phone: Click here to enter text.	E-mail: Click here to enter text.

Request to Close a Research Study

1. Reason for Request to Close/Terminate
 - a. Project never started
 - b. Completed per protocol/study aims
 - c. Study terminated by sponsor for reasons listed in attachment Yes N/A
 - d. Other (Describe): [Click here to enter text.](#)

2. Have all interventions been completed?
Yes No N/A

3. Is all follow-up complete?
Yes No N/A

4. Is the analysis of all identifiable data complete?
Yes No

5. Will identifiable data be destroyed/maintained according to the protocol plan?
Yes No N/A

- 5a) Will de-identified data be used for any other purpose?
Yes No N/A

Please note, additional use of the data may require a new study, please contact the IRB to discuss.

6. Have any publications been submitted as a result of this study?
Yes No
If yes, give citation(s):

7. Is this an industry sponsored study? If so, sponsor closure letter must be attached.
Yes No

8. Are there any outstanding requests from the IRB to be resolved before closing the study?
Yes No

IRB Staff Initials [Click here to enter text.](#)

Study Closed Date: [Click here to enter text.](#)

Notes: