

### Process Guide for Researchers: Close inactive external IRB studies

Use this guide if you have studies reviewed by an external IRB (any IRB other than UCSF’s IRB) for which all research activities have been completed.

Background: Studies that are reviewed by an external IRB still need to be closed in iRIS when research activities are completed.

#### Instructions for Closing inactive studies

1. Look at the **All Studies** table on your iRIS home screen and click the **IRB tab**.
2. Click the **IRB Study Status** column header to sort. Look for studies with the following external IRB study statuses:
  - CIRB Reviewed
  - Private IRB Reviewed
  - Other Non-UCSF IRB Reviewed
  - UC BRAID Relying on Other UC
  - UC MOU Relying

IRB Studies		Recently Used	IRB Study Status		
All	<b>IRB Study Status</b>	IRB	CRS A		
187 result(s) found...					
Click to open IRB Study Dashboard	IRB Study Status	Review Board	RB Number	RB Expiration	IRB Study Title
	Private IRB Reviewed	IRB	22-27049		Private IRB Reviewed
	Private IRB Reviewed	IRB	21-27049		Private IRB Reviewed
	Other Non-UCSF IRB Reviewed	IRB	20-27049		Other Non-UCSF IRB Reviewed
	Other Non-UCSF IRB Reviewed	IRB	22-27049		Other Non-UCSF IRB Reviewed
	Not Human Subjects				Not Human Subjects

3. If any of the above-listed study statuses are shown in green, it means that the study is still active in iRIS. If any of these studies have been completed, please review the [criteria](#) for closing a study. If a study meets the criteria for closure, click the corresponding **Notepad Icon** to open the study.

IRB Studies
Recently Used
IRB Study Status

All
Draft
IRB
CRS A

187 result(s) found...

Click to open IRB Study Dashboard	IP3	Review Board	RB Number	RB Expiration	IRB Study Title
	Private IRB Reviewed	IRB	22-010000		Private IRB Reviewed
	Private IRB Reviewed	IRB	21-010000		Private IRB Reviewed
	Other Non-UCSF IRB Reviewed	IRB	20-010000		Other Non-UCSF IRB Reviewed
	Other Non-UCSF IRB Reviewed	IRB	20-010000		Other Non-UCSF IRB Reviewed
	Not Human Subjects				Not Human Subjects

4. Click **Study Closeout Report**.

Select this option if all enrollment, procedures, and subject contact are complete, and the study team does not need to use or access identifiable information for data analysis or manuscript preparation.

**IRB Submission Forms**

IRB Submission Forms

- Initial Review Submission Packet
- Continuing Review Submission Form
- Personnel Changes
- Modification Form
- Protocol Enrollment Exception Request Form
- Study Closeout Report**

6. Click **Add a New Form**.

[← Back](#)

---

[Add a New Form](#)   [Compare Two Versions](#)   [Delete Selected Form\(s\)](#)

	Modified By	Date Modified

7. Complete and submit the Study Closeout Report form.