IBC Termination Submission

- A termination form should be submitted by the PI at the time a study is closed/discontinued.
- For clinical studies, the IBC protocol can be closed one year after the last participant at the site has received the last dose of study agent.

How do I submit a Termination form?

**Step 1**
Log into iRIS: [https://spartaIBC.case.edu](https://spartaIBC.case.edu). On the Home screen, click My Studies on the left, and open the study that is being closed.

![iRIS Home Screen](image1)

**Step 2**
On the left-hand side of the screen, on the lower section, select IBC Continuing Review/Termination form.

![IBS Continuing Review/Termination Form](image2)

**Step 3**
Click the button to Add a New Form.
Step 4  Complete the form, choosing Termination Notification in Section 2.

Step 6  The form has been completed. If the PI created the form, then there will be a button to Signoff and Submit. If someone else created the form, there will be a button to Notify PI for signoff. The PI can login to iRIS, and there will be a task on the Home page for Submission Routing Signoff.

Step 7  At Signoff, no additional routing is needed.

Everything attached to the Continuing Review Submission form will be listed on the signoff page. The PI will need to click the button for “Approve” at the bottom of the signoff page, and provide a CWRU ID and password. Hit Save Signoff in the upper right.
More questions? Contact the Institutional Biosafety Committee:
case-ibc@case.edu