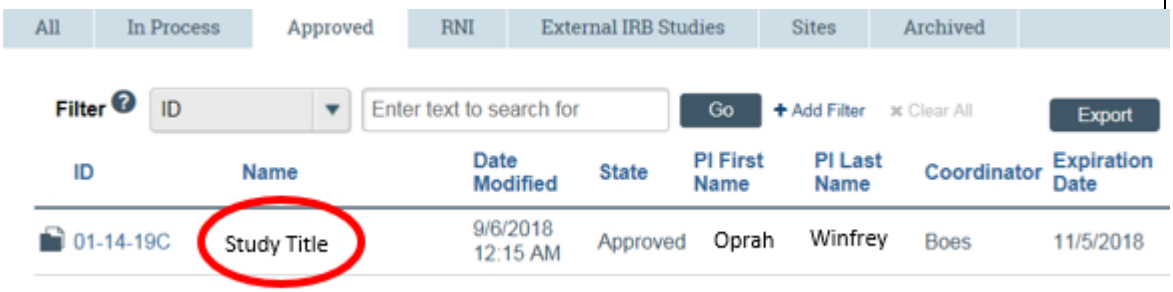
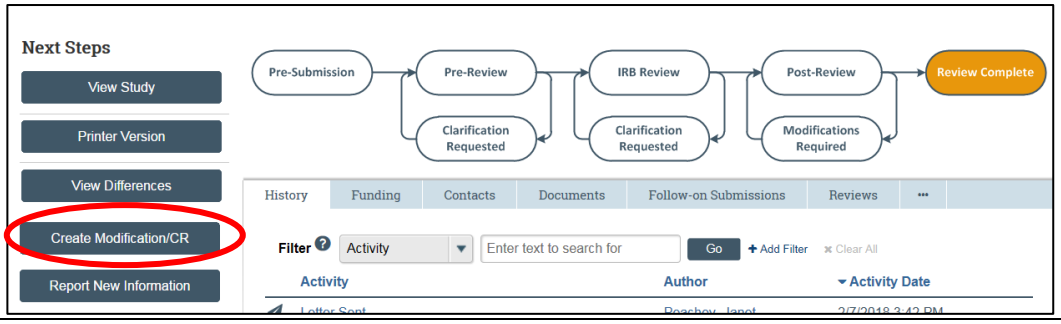
Study Closure Submission

- In SpartaIRB, continuing reviews, closures, and modifications are submitted using the same form.
- When completing this form: **choose carefully.** You cannot change your responses to the question regarding the type of form you are completing. If you select the wrong purpose, you may end up having to discard your submission.
- It is recommended that all information be readily available prior to completing the SmartForm in the SpartaIRB electronic system. This includes but is not limited to: number of subjects enrolled total, in the last year, and at all study sites, milestones of the research, non-compliance events, available reports/results, etc.

How do I submit a Study Closure?

Step 1	Log into SpartaIRB: https://spartaIRB.case.edu. Navigate to the study that you wish to submit a closure for. 
Step 2	On the left-hand side of the screen, select “Create Modification/CR” 

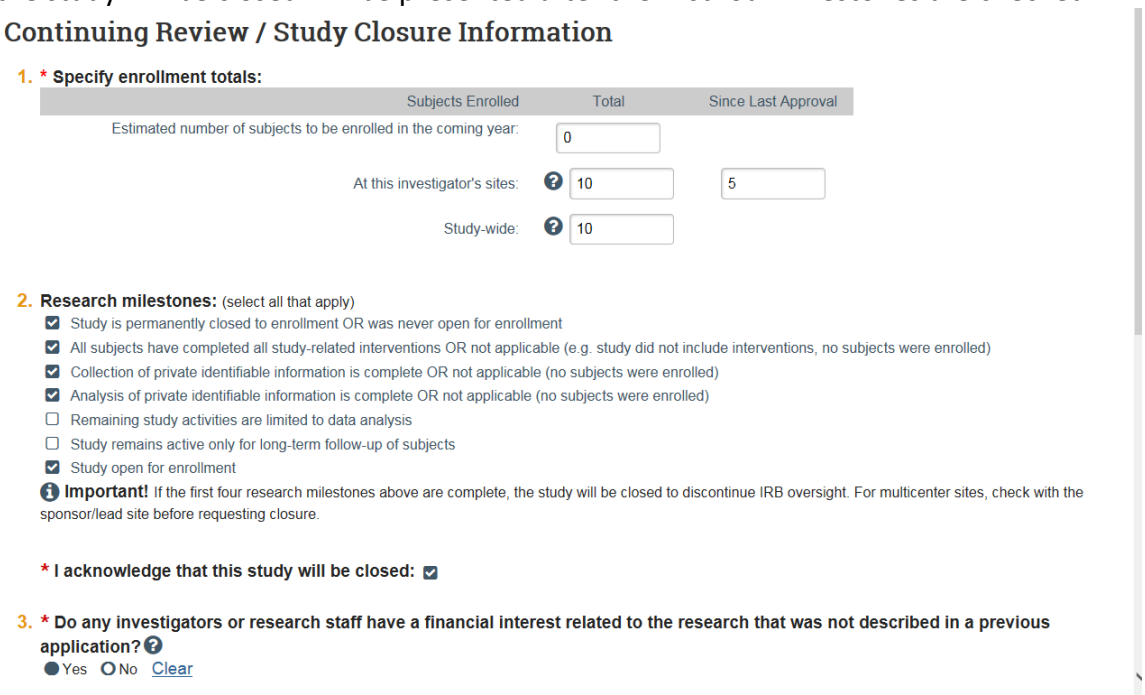
Step 3

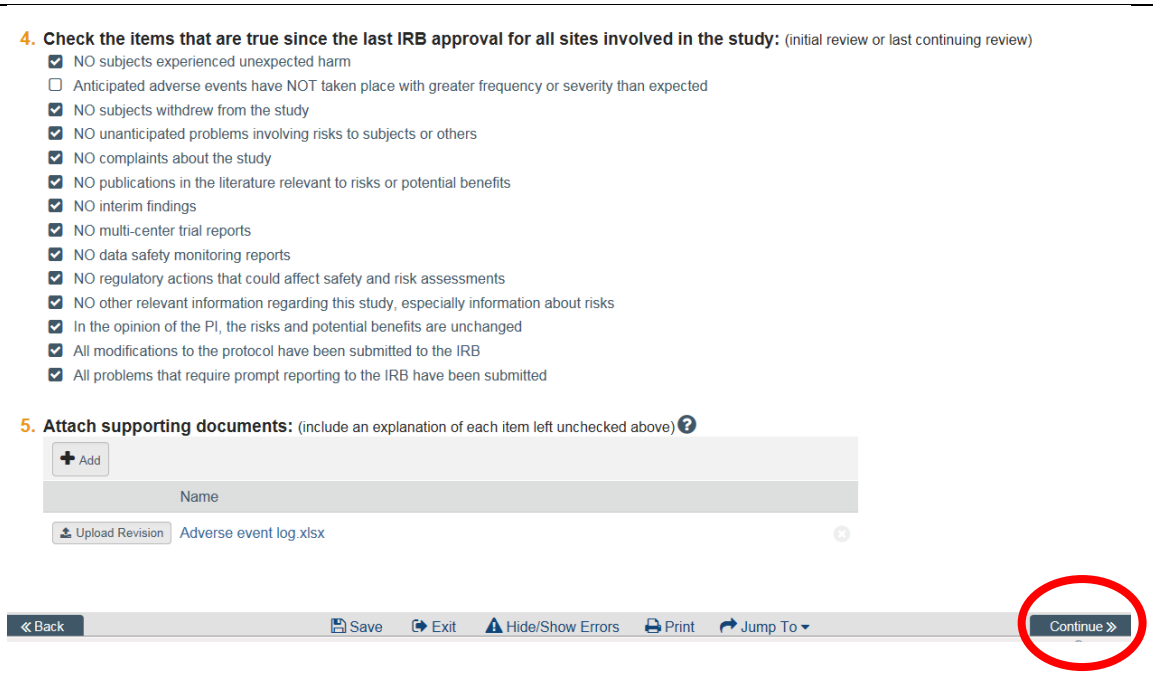
On the first page of the SmartForm, select **Continuing Review** if you intend to close the study**.**

Hint: Please be prepared to accurately select the type of form you wish to submit. Once you hit "continue," you will be unable to revise your selection, so please choose carefully.

Step 4

On the second page of the SmartForm, fill in the information. Please note: **You need to check the first four research milestones to close the study.** An acknowledgement that the study will be closed will be presented after the first four milestones are checked.



	 Click Continue.
Step 5	Click Finish
Step 6	Click “Submit” on the left-hand side of your screen, and click OK after reading the attestation. Please note: only the PI and PI proxy(ies) can submit. Hint: Use the process flow diagram to determine where your submission is in the review process. Your assigned IRB coordinator will be listed under the “IRB Coordinator” item at the top of the page.

More questions? Contact the Institutional Review Board:
UH IRB at 216-844-1529
CWRU IRB at 216-368-6925