** You should see all of your imported studies in the All Submissions section of your IRB page. If you do not see one of your studies, please send an email with the IRBNet ID# to OVPR_myresearchIRB@stonybrook.edu for assistance.

** Studies with an external IRB as the IRB of record should be closed in IRBNet.

1) Click on the IRB tab

![Image of IRB tab]

2) Use one of the various filters to search for your study using the IRBNet ID number (no hyphen, no package number). If you are not sure if the study is still active, search under the All Submissions tab. Notice that you can filter by ID as well as the study name listed in IRBNet or the PI first/last name.

![Image of All Submissions tab]
3) Select the study title. This will direct you to the study’s main workspace with several actions available to you on the left side of the screen. Select **Create Modification/CR**.

4) Select Continuing Review

**Modification / Continuing Review (* Refer to the lat Study Closure (If requesting a subject-specific prot**

* **What is the purpose of this submission?**
  - Continuing Review
  - Modification
  - Modification and Continuing Review
  
  Clear
4) Complete the Continuing Review page. Confirm the first four research milestones and confirm that the study should be closed upon ORC review.

**Continuing Review / Study Closure Information**

1. *Specify enrollment totals:

<table>
<thead>
<tr>
<th>Subjects Enrolled</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>At this site:</td>
<td></td>
</tr>
<tr>
<td>At all sites everywhere that are conducting this protocol:</td>
<td></td>
</tr>
<tr>
<td>Total Number of Subjects Approved Study-wide:</td>
<td></td>
</tr>
</tbody>
</table>

2. **Research milestones:** (Select all that apply. If enrollment of subjects is ongoing, skip this section.)
   - Study is permanently closed to enrollment OR was never open for enrollment.
   - All subjects have completed all study-related interventions OR not applicable (e.g., study did not include intervention).
   - Collection of private identifiable information is complete OR not applicable (no subjects were enrolled).
   - Analysis of private identifiable information is complete OR not applicable (no subjects were enrolled).
   - Remaining study activities are limited to data analysis.
   - Study remains active only for long-term follow-up of subjects.

   *Important!* If the first four research milestones above are complete, the study will be closed to continue IRB.

   *I acknowledge that this study will be closed: ✓

5) Check boxes and add documents for questions 4 and 5, as applicable. For question 5, click **Add** in order to upload the following for the last subject enrolled (as applicable).

- Last signed consent/parent permission/assent form (redacted version)
- Last completed inclusion/exclusion criteria checklist (redacted version)

6) Select **Continue**. You will be directed to a Final Page that mentions ancillary reviews. Ignore these requirements, which are not applicable for closure submissions.

7) Select **Finish**. Only the person listed as the Principal Investigator (PI) will see the option to **Submit** the closure application for review. If someone other than the PI creates the submission, use the **Add Comment** option to send a comment and email notification to the PI that the application is ready for review/submission.