**When Should I Close Out My Study?**

An investigator should submit a closure report to officially close an IRB-approved protocol under the following circumstances:

- The investigator leaves The University of Texas at Austin.
- The investigator is a faculty sponsor of a student who is no longer at The University of Texas at Austin.
- The investigator has completed both enrollment and data collection with no plans for future enrollment. The data has been de-identified and the research team is in the data-analysis phase.

You should NOT close the study if

- A risk to confidentiality remains despite all research being concluded, (e.g., subjects can be identified in your data as you analyze and write, etc.)
- There is a possibility for future enrollment and/or data collection

The report is a very short form that summarizes the research project and should be submitted prior to the expiration date of the protocol. A direct, online submission link to the closure report is available at:

[https://utdirect.utexas.edu/vr/IRBClose.WBX](https://utdirect.utexas.edu/vr/IRBClose.WBX)

The link is also available on the “Forms” section of the IRB website:

[http://www.utexas.edu/research/rsc/humansubjects/forms.html](http://www.utexas.edu/research/rsc/humansubjects/forms.html)

Contact your IRB Program Coordinator to determine if a closure report is appropriate for your study.

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**Anonymous vs. Confidential**

Anonymous Study Design – is a study design in which it is impossible to trace data or study information back to individual participants. The data cannot be linked to any participants at any point of the study, even by the researcher. Coded data is not the same as anonymous data as codes may be linked to identifying information. Online surveys that collect no identifying data are a common example of anonymous research.

Confidential Research – is research in which data can potentially be identified and/or linked to a particular individual. It is possible to de-identify data by aggregating participant responses and removing all individually-identifiable information such as participant names and contact information.