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

The link is also available on the “Forms” section of the IRB website: https://research.utexas.edu/ors/human-subjects/irb-forms/

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

Quality Improvement Visits

The Association for the Accreditation of Human Research Protection Programs (AAHRPP) requires the IRB to conduct regular quality improvement efforts.

Researchers may be randomly selected to participate in a brief, 30-minute Quality Improvement (QI) visit to discuss an active protocol. These visits are also an opportunity for researchers to ask questions about continuing reviews, protocol changes, and any other IRB topics.