

**University of San Diego  
Institutional Review Board  
Checklist for Closure of a Previously Approved Study**

An application for Closure of a study is required to be submitted by the Principal Investigator after data collection has concluded and all use of identifiable data has been completed. Once a study is closed, it may not be reopened.

Cayuse Application	Checklist
<b>Closure</b>	
<b>Closure</b>	<input type="checkbox"/> Select date when data collection concluded and all use of identifiable data was completed.
<b>Informed Consent Forms</b>	<input type="checkbox"/> Verify that signed consent forms are on file for all study participants enrolled in study as of the date of application for Closure. All records associated with the research study must be secured and retained for 5 years and must remain accessible for inspection and copying by authorized federal representatives at reasonable times and in a reasonable manner. <input type="checkbox"/> Please respond accordingly if signed consent forms were not obtained for the study.
<b>Number of Study Participants</b>	<input type="checkbox"/> Enter the total number of study participants enrolled in study as of the date of study completion.
<b>Adverse Events</b>	<input type="checkbox"/> Address whether any adverse events or unanticipated problems associated with the study occurred. All adverse events or unanticipated problems must be reported to the IRB Administrator, <a href="mailto:irb@sandiego.edu">irb@sandiego.edu</a> , as soon as possible. <input type="checkbox"/> Submit an Incident Report with application for Closure if not already on file.
<b>Funding</b>	<input type="checkbox"/> If study was supported by an external (non-USD) funding source, please provide the funding application number. Please be sure to notify OSP of the completion of the study.