



Investigator Checklist: Closure/Final Report

For closure/termination of any project that has been submitted to a Lifespan IRB

This checklist is a guide to complete the submission process, not a required submission document. Incomplete submissions will be unlocked and increase processing time.

QUICK LIST OF DOCUMENTS

- Completed Closure/Termination Report
- Data Safety Monitoring Reports
- Publications/Presentations
- Correspondence from sponsor, FDA etc.

See detailed list of required actions and documents below.



REQUIRED DOCUMENTS AND ACTIONS

1. CREATE A NEW PACKAGE

- Click to add package description or notes (optional but recommended)

2. DESIGNER – Download Required Form

Select a Library: Lifespan – Rhode Island Hospital IRB or Lifespan – The Miriam Hospital IRB

Select a Document: Closure/Termination Form

- Closure/Termination Form (Document Type, Amendment/Modification)

3. DESIGNER – Attach New Document

Use the "Attach New Document" option when the document you are adding is not a revised or updated version of an existing project document.

- Data Safety Monitoring Reports
- Publications/Presentations
- Correspondence from Sponsor, FDA etc.

4. SIGN THIS PACKAGE

- Closure/Final Report package must be **signed** by the PI*

5. SUBMIT THIS PACKAGE

- Submission Type: Closure/Final Report

What happens next?

1. IRB Coordinator conducts a pre-review of the submission
2. Incomplete submissions will be unlocked to allow for revisions.
3. Complete submissions will be assigned for review. Click on "Reviews" to check the status of your submission.