

Valparaíso University
Institutional Review Board (IRB)
Office of Sponsored and Student Research

INSTITUTIONAL REVIEW BOARD (IRB)
PROJECT CLOSURE

1. Purpose

When all research-related interventions or interactions with participants have been completed and collection and analysis of identifiable private data (as described in the IRB-approved protocol) are finished, the study should be closed with the IRB.

2. Process

The Project Closure Form can be found [here](#). The Project Closure Form must be submitted to the IRB Chair within 5 days of the project's completion.

The IRB may request additional information to ensure that the study is in good standing and ready to be closed. Prior to closure, investigators must honor commitments included as part of the approved research, for example, providing information about the study results to participants or honoring reimbursement commitments for participation.

3. Post-Closure

Once a study has been closed, investigators may keep the data collected (including identifiable, private data) if consistent with the IRB-approved protocol. Investigators should continue to honor any confidentiality and protections of the data.

Once the closure submission is approved, the study is considered closed by the IRB and study documents will be archived. If an investigator wishes to resume the research after the study has been closed or if the study is closed in error, a new study application must be submitted for IRB review.