**Dartmouth College**

**COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS**

**CPHS@Dartmouth.edu** **• 603-646-6482**

**CLOSURE FORM**

**Please complete: CPHS# PI:**

**INSTRUCTIONS:** to create a request to terminate IRB review, start by logging into Rapport to create a new Continuing Review action. On the second screen, click the first four boxes under Research Milestones (**see example below**). If any of these first four boxes do not apply, the study is not eligible for closure, and should continue to receive CPHS review.

**Study Closure Example (this is not an editable item):**



1. **Please provide information for each item not checked in question #4 of the Continuing Review page in Rapport:**

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1. **In reasonable detail, provide a synopsis of the study activities to date, both overall and at local sites. For example, is the study progressing as planned?** If no formal progress report is available, please discuss any available interim study results, enrollment targets, reasons for funding changes, etc.

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1. **Does the investigator hold information identifying each participant or any remaining specimens?**

[ ]  **No**

[ ]  **Yes**

If yes, describe the method of storage or disposition here:

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If yes, will you continue to analyze identifiable data?

[ ]  **No**

[ ]  **Yes If yes, the study is not eligible for closure**. Please submit a Continuing Review form.

**Important Notes**:

* Once a study is closed, it is the responsibility of the research team to maintain the confidentiality of the data.
* PHI (protected health information) or PII (personally identifiable information) may not be disclosed (released outside of Dartmouth) without appropriate institutional approvals. Contact the CPHS Office for further information.
* Contact the CPHS Office if you intend to use stored research data for a future research purpose other than that originally proposed.
* Please note any and all reliance agreements associated with the study will end with closure of the study.

**Optional: Use the space below to provide a list of specific items to be named on the Closure letter:**

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