1.0 Reason for Policy
This policy describes the IBC process for premature closure of a study or self-initiated closure of a study.

2.0 Scope of Policy
This policy applies to the University of Minnesota research community and its partners.

3.0 Policy Statement

Expired Projects
The IBC’s continuing review process ensures that all research is reviewed no less than annually. If the study passes the review interval and the continuing review form is not submitted and reviewed, approval is considered expired. At that time, the database system automatically sends out a notice of inactivation to alert the PI to the fact of inactivation.

In the event that study approval expires the IBC makes every attempt to contact the Principal Investigator either by phone or e-mail.

Inactivation
Studies are inactivated due to no response at the time of continuing review or because no response is received to stipulations or deferrals. This is an IBC initiated inactivation that is noted in the HRPP database. Principal Investigator’s can also inactivate their studies by submitting a letter detailing study closure.

**Study Completion**
The IBC is notified by the Principal Investigator that their study has been closed or completed by electronic letter sent from the e-mail account assigned to the PI. In this case the IBC acknowledges the letter and updates HRPP electronic records.

**Notification**
The IBC will communicate with the PI in order to document closure or inactivation of the study. If the study closure does not occur at the time of continuing review the documentation from the PI to the IBC should include the following:
- Date and reason(s) for closure or inactivation
- Close out or final summary report
- Document that notification of the funder or sponsor of the study closure has occurred

### 4.0 Required approvals for this document

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director, HRPP</td>
<td>Moira A. Keane</td>
</tr>
</tbody>
</table>

### 5.0 Revision History

<table>
<thead>
<tr>
<th>Revision</th>
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<tbody>
<tr>
<td>12/08/11</td>
<td>Policy revision</td>
<td>12/08/11</td>
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<tr>
<td>12/10/09</td>
<td>New policy</td>
<td>03/02/10</td>
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</tbody>
</table>

To obtain a copy of a historical policy, e-mail ibc@umn.edu or call 612-626-5654.