BruinIRB Quick Reference Guide: Simple Study/Site Closure
(11/9/2023)

Overview

Studies in BruinIRB that do not require a continuing review, will be able to utilize the Simple Study/Site Closure. This may include UCLA relying on another IRB, Emergency Use, Right to Try, HUD, and Right to Try submissions. Utilizing this activity will not require a continuing review to close a study. Instead after this activity is complete, the study will be automatically closed and will not come to the IRB for review.

Closing the Submission

On the main study page, the Principal Investigators and PI proxy(ies) will see “Close Study” or “Close Site” (depending on the submission type) on the lower right-hand side.

A pop-up will appear and you will indicate your responses to these questions:

1. * Indicate the reason for closing the study at UCLA:
   - Study has been completed
   - Study was never started
   - Study was started, but is being closed prior to completion
   - Study is being transferred to another institution
   - Clear

2. * Provide your assurance there are no outstanding PARs that need to be reported.
   - Agree

Once OK is selected, the study will be closed. The study/site closure will not come to the IRB for review. Questions on when it is appropriate to close a study, please see our Guidance & Procedure: Closure of Human Subjects Research Studies.