

Instructions: Complete this form when an approved human subject research study is **CONCLUDED** or **CANCELLED**. Studies that involved long-term follow-up of subjects or studies involving data analysis must remain open, even if enrollment of new subjects has ended. *Please include a separate, final summary of the study with this form including findings and if the research has or is planned to result in publications and/or research presentations. Also include a Sponsor Letter (if funded) requesting closure of the study.*

Principal Investigator:
Principal Investigator department, phone number, and email address:
Study Title:
Research Director (if applicable):
Number of total subjects enrolled:

This research project is being closed for the following reason(s): [check all that apply]

All research activities including data analysis and reporting are complete

Human Subjects involvement is complete (e.g. there is no follow-up planned with subjects, data no longer contain identifiers, and there are no identifying codes to the de-identified data that can link the data to individuals).

The research is no longer funded.

The PI never initiated the study.

The PI is leaving the institution.

The Sponsor is requesting closure. [Provide reason below.]

The study is being closed for another reason.

Please describe reason for closure:

Record Retention

Study records must be retained even if a study is closed or canceled before it is completed. For federally funded, supported, conducted, or regulated research, there are specific requirements that must be followed. You should familiarize yourself with these requirements.

Most records must be retained for **3 years** (in the US) **and 6 years** (in Canada).

Signature of Principal Investigator

Date

(Signature of Research Director)

Date