Instructions: This Protocol Closure and Final Report form should be submitted to Research Compliance when a project is canceled or 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. Projects that involve long-term follow-up of participants must remain open, even if enrollment is complete.

Research Compliance may request additional information to ensure that the study is in good standing and ready to be closed. Once the submission is approved, the study is considered Closed by the IRB and 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 will have to be submitted.

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 protections of the data. Investigators should also honor any other commitments that were agreed upon as part of the approved research. For example, providing information about the study results to research participants or honoring reimbursement commitments for participation.

To submit a project closure, a signed and dated copy of this form should be emailed to [IRBSubmit@tcu.edu](mailto:IRBSubmit@tcu.edu).

**Date:**

1. **Project Title:**

**Current Protocol Number:**

1. **List the name and Faculty/Students/Staff status of the person(s) conducting the research.**
   1. **Principal Investigator:**
   2. **Department:**
   3. **Others:**
2. **Project Period for the life of the study:**
3. **Funding, if applicable.**
   1. **Agency:**
   2. **Amount Awarded:**
4. **Reason for project closure (select all that apply):**

**Human participant involvement is complete (no follow-up is planned and data no longer contains identifiers that can link the data to individuals)**

**Project is no longer funded**

**Project Principal Investigator has left TCU**

**Project is cancelled or discontinued for other reason. Describe:**

1. **Total number of subjects enrolled in the study:**
2. **Location of signed Informed Consent documents (if applicable, which must be kept for at least three years beyond the conclusion of the research:**

**7. Summary of adverse events and any unanticipated problems involving risks to subjects or others and any withdrawal of subjects or complaints received since the last review.**

**8. Summary of findings:**

**PI Name**

Printed

**PI Signature ­ Date:**

**TCU Box**       **Ext.**

**Email Address:**      