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|  **DSU IRB****NOTIFICATION OF RESEARCH STUDY CLOSURE** |
| **INSTRUCTIONS:**1. ***This form is to be used whenever an approved research study has been completed.***
2. ***The IRB does not accept handwritten versions of this form. You must submit typed versions to prevent errors and delays due to legibility problems.***
3. ***Your review may be delayed if we need to obtain clarification from you because information listed below differs from the information listed in supporting documents.***
4. ***Please check the DeSales IRB website to ensure you are completing the most current version of this form.***
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1. **Research Study Title**: \_     \_\_
**PI Name:** \_     \_\_

**Application Approval Date**: \_     \_\_

1. **RESEARCHERS & TEAM MEMBERS:**

Please list below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Department or External Location** | **Title** **(PI, Co-PI, faculty investigator, student investigator, research coordinator, external consultant)** | **Contributions to the Research Study****(responsible for student investigators, subjects, data analysis, consent process, data collection, etc.)**  | **Status** **(Active or No longer invoved)** |
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1. **RESEARCH STUDY INFORMATION**
2. Has all recruitment of study participants ended?

[ ]  YES

[ ]  NO

1. Have all data collection procedures concluded?

[ ]  YES

[ ]  NO

1. Has all analysis of identifiable data ceased?

[ ]  YES

[ ]  NO

1. **PRINCIPAL INVESTIGATOR CONFIRMATION OF IRB REQUIREMENTS**

The PI must assure that IRB of the following by signing in the space provided below:

* The answers in this form are accurate.
* I will read and abide by all of the DSU IRB requirements and correspondence I receive.
* I confirm that all research procedures associated with the study are concluded.

Print Name of PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To submit your Closure Notification to the IRB for review:**

* Obtain PI’s signature on this form.
	+ Scan the entire application with all attachments and create ONE file in pdf format with the following filename structure:

PI last name followed by 3-4 key words from the title of the research study\_Closure

*Ex. Starling\_ReadingScrambledWords\_Closure.pdf*

* + The PI must email the application to IRB@desales.edu
* In the email subject line write the filename:

*Ex. Starling\_ReadingScrambledWords\_Closure*

* In the email text write the full title of the research study:

*Ex. Effects of Context Cues on Reading Scrambled Words*

* Attach the application in ONE file in pdf format.