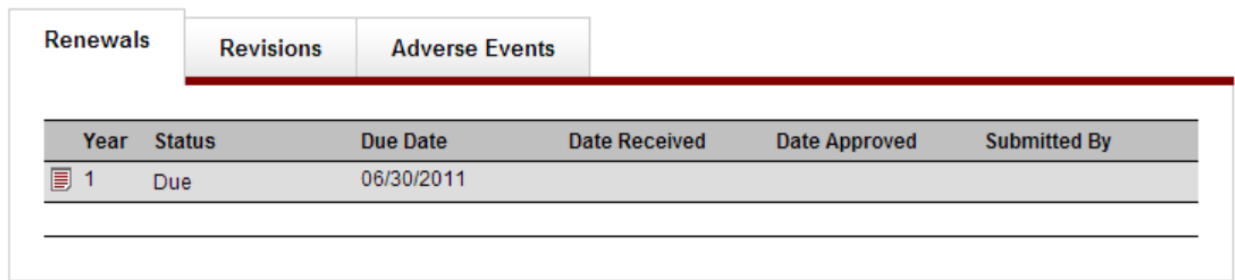


Terminating a Study

When you have completed your study, file a termination. If you don't terminate it, your project remains active and you are required to continue submitting annual renewals. If you don't submit those renewals on time, you will be blocked from submitting future research. Save us both the aggravation.

1. Logon to Mentor IRB.
2. Under the IRB tab, click on My Protocols. All your protocols should be listed.
3. Click on the title of proposal you want to close out, and open the page to view the details.
4. At the bottom, there are 3 tabs: Renewals, Revisions, and Adverse Events. Make sure you are on the Renewals tab.



Year	Status	Due Date	Date Received	Date Approved	Submitted By
1	Due	06/30/2011			

5. Click on the context menu ("little red page icon") next to the latest Year and select Submit.
6. Fill in the number of subjects.
7. Under Continuation Status, select Terminate Protocol from the dropdown list. Fill in the Date Terminated.
8. If there were any adverse or unforeseen events, choose Yes from the dropdown list, and describe them in the first box.
9. If you have any other comments about the protocol, add them in the Additional Comments box.
10. In the case of a termination you don't need to upload a file.
11. Submit Report.