

## How to Submit an IRB Study Closure Form

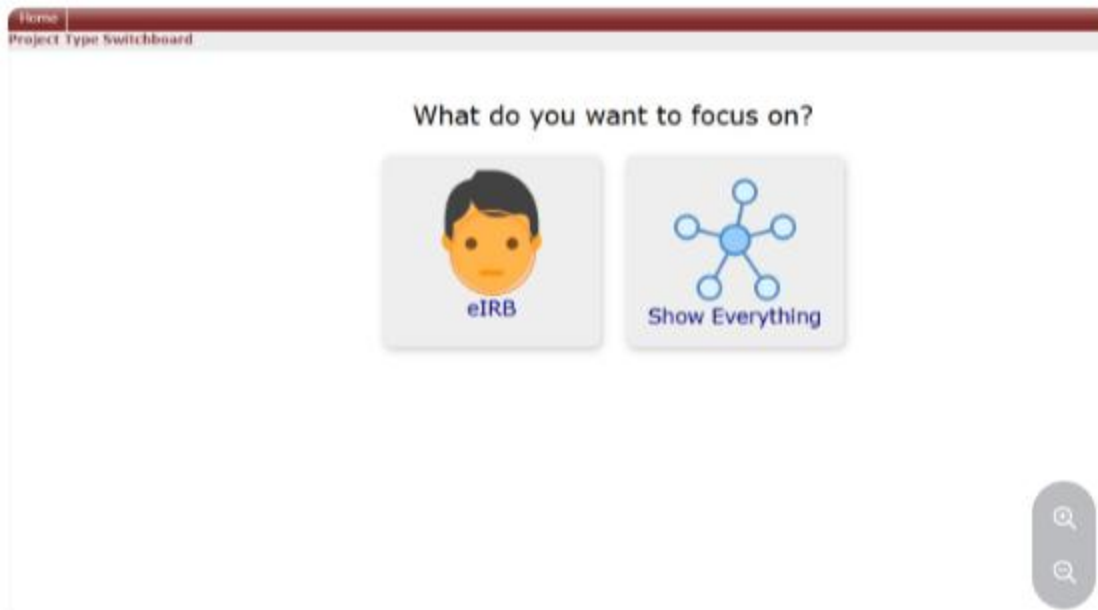
This guide provides guidance on how to navigate eIRB to submit your IRB study closure application.

- 1 After successfully logging into eIRB you should see this landing page.

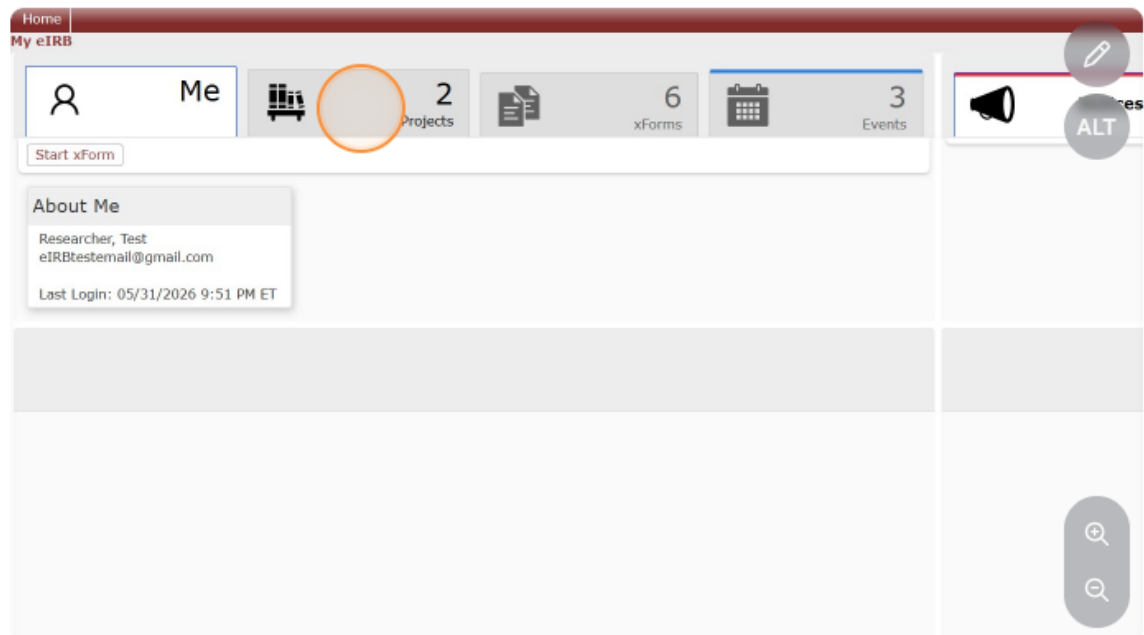
What do you want to focus on?



2 Click eIRB



3 Click "Projects"



4

Select the project you wish to close, click and on it "IRB-2023-TEST-UTRGV"

The screenshot shows the 'My eIRB' dashboard. At the top, there's a navigation bar with 'Home' and 'My eIRB'. Below this, there's a summary section with icons for 'Me', 'Projects' (2), 'xForms' (6), and 'Events' (3). There are buttons for 'Export to Excel' and 'Start xForm'. Below the summary, there are two tabs: 'PI' and 'Co-Investigator'. The 'PI' tab is selected, and it shows a list of projects. The first project, 'IRB-2023-TEST-UTRGV', is highlighted with an orange circle. It is a 'New From PI' project by 'Allen, Eric' with an expiration date of '06/13/2027'. To the right of this project, there's a 'Test-UTRGV' project listed as 'New From PI' by 'Researcher, Test'.

5

Click "Start xForm"

The screenshot shows the 'Project IRB-2023-TEST-UTRGV (eIRB)' form. On the left, there's a sidebar with 'Actions' (Send Email, Start xForm, xForms (1), Done) and 'Recent Items' (IRB-2023-TEST-UTRGV, Test-UTRGV). The 'Start xForm' button is highlighted with an orange circle. The main form area contains various fields for project details. The 'Project' field is 'IRB-2023-TEST', 'Committee' is 'IRB', 'Category' is 'College of Fine Arts', 'Department' is 'College of Fine Arts', 'Agent Types' is 'Focus Groups', and 'Title' is 'Demonstration Project'. The 'Exempt Categories' field is empty. The 'External IRB FWA Number' field is empty. The 'International Research Locations' field is empty. The 'IRB approved number of participants' field is empty. The 'IRB Clinical Trial Status' field is empty. The 'Multisite Status' field is empty. The 'Name of Other Funding Source' field is empty. The 'Other Committee Oversight Status' field is empty. The 'Study Populations' field is empty. The 'VA Status' field is empty. The 'Sponsor(s)' field is 'DOE (Primary)', 'Sponsor Id' field is empty, and 'Grants' field is empty. The 'CRO' field is empty and 'Year' is '2026'. The 'Expedited Categories' field is 'Category 6. Collection of data from voice or image recordings made for research p'. The 'Funding Status' field is 'Yes'. The 'International Research Status' field is 'No'. The 'IRB Clinical Research Status' field is 'No'. The 'IRB Project Review Type' field is 'Expedited'. The 'Name of External IRB' field is empty. The 'Name of Site Relying on UTRGV' field is empty. The 'Regulatory Oversight' field is 'HHS'. The 'Thesis/Dissertation Status' field is 'None of the Above'. The 'Project-Site' section shows 'Site(s)' as 'UTRGV - University of Texas Rio Grande Valley', 'Status' as 'New From PI', 'Approval' as 'June 14, 2025 for 12 months', and 'Initial' as 'June 14, 2025'.

6

Click "IRB Study Closure Form"

The University of Texas  
Rio Grande Valley

Start Form on Project-Site IRB-2023-TEST-UTRGV

Filter:

Select xForm to start

Action Form (Click to start)

Description

 [IRB Reportable Event Form \(Draft\)](#)

IRB Reportable Event Form

 [IRB Study Closure Form \(Draft\)](#)

IRB Study Closure Form

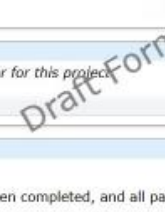


ALT



7

Select the answer for why you are closing the study. In this example all research activities are completed so I have selected the second option "All study-related procedures....."



|                                                                    |                                                                                                                                                                                                                                                                 |            |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>TITLE</b>                                                       | Demonstration Project                                                                                                                                                                                                                                           | View Audit |
| <b>Principal Investigator</b>                                      | Allen, Eric<br>Email: eric.allen@utrgv.edu<br>Phone:                                                                                                                                                                                                            | View Audit |
| <b>Faculty Advisor</b>                                             | Note: If blank, there is no faculty advisor for this project.<br>Name<br>Role                                                                                                                                                                                   | View Audit |
| <b>Reason for Completion (Required)</b>                            | <input type="radio"/> Project completed.<br><input checked="" type="radio"/> All study-related procedures have been completed, and all participants have completed any protocol-required follow-up.<br><input type="radio"/> Project not conducted or canceled. | View Audit |
| <b>Date Study Closed (Required)</b>                                | <input type="text"/>                                                                                                                                                                                                                                            | View Audit |
| <b>Number of Participants Enrolled (Required)</b>                  | Note: If this project did not involve enrollment of participants, please enter 0.<br><input type="text"/>                                                                                                                                                       | View Audit |
| <b>Describe how and where you will store your data. (Required)</b> | <input type="text"/>                                                                                                                                                                                                                                            | View Audit |



8 Identify when the project was completed, click the calendar icon.

Allen, Eric  
Email: eric.allen@utrgv.edu Phone:

**Faculty Advisor** View Audit  
Note: If blank, there is no faculty advisor for this project.

Name Role

**Reason for Completion** (Required) View Audit  
☐ Project completed.  
☒ All study-related procedures have been completed, and all participants have completed any protocol-required follow-up.  
☐ Project not conducted or canceled.

**Date Study Closed** (Required) View Audit  
[Calendar icon]

**Number of Participants Enrolled** (Required) View Audit  
Note: If this project did not involve enrollment of participants, please enter 0.  
[Text input]

**Describe how and where you will store your data.** (Required) View Audit  
[Text area]

**Are the data de-identified?** (Required) View Audit

9 Select the appropriate date.

Allen, Eric  
Email: eric.allen@utrgv.edu Phone:

**Faculty Advisor** View Audit  
Note: If blank, there is no faculty advisor for this project.

Name Role

**Reason for Completion** (Required) View Audit  
☐ Project completed.  
☒ All study-related procedures have been completed, and all participants have completed any protocol-required follow-up.  
☐ Project not conducted or canceled.

**Date Study Closed** (Required) View Audit  
[Calendar icon]

**Number of Participants Enrolled** (Required) View Audit  
Note: If this project did not involve enrollment of participants, please enter 0.  
[Text input]

**Describe how and where you will store your data.** (Required) View Audit  
[Text area]

**Are the data de-identified?** (Required) View Audit

- 10 Identify the "Number of Participants Enrolled" by clicking in this field and inserting the number.

Allen, Eric  
Email: eric.allen@utrgv.edu Phone:

**Faculty Advisor** View Audit  
Note: If blank, there is no faculty advisor for this project.

| Name | Role |
|------|------|
|------|------|

**Reason for Completion** (Required) View Audit

☐ Project completed.

☒ All study-related procedures have been completed, and all participants have completed any protocol-required follow-up.

☐ Project not conducted or canceled.

**Date Study Closed** (Required) View Audit

6/1/2026

**Number of Participants Enrolled** (Required) View Audit  
Note: If this project did not involve enrollment of participants, please enter 0.

**Describe how and where you will store your data.** (Required) View Audit

**Are the data de-identified?** (Required) View Audit

- 11 Click in the text box to "Describe how and where you will store your data."

**Reason for Completion** (Required) View Audit

☐ Project completed.

☒ All study-related procedures have been completed, and all participants have completed any protocol-required follow-up.

☐ Project not conducted or canceled.

**Date Study Closed** (Required) View Audit

6/1/2026

**Number of Participants Enrolled** (Required) View Audit  
Note: If this project did not involve enrollment of participants, please enter 0.

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**Describe how and where you will store your data.** (Required) View Audit

**Are the data de-identified?** (Required) View Audit

☐ Yes

☐ No

**Were there any unanticipated problems involving risks to subjects that were not already reported to the IRB?** (Required) View Audit

☐ Yes

☐ No

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Identify the current status of the data, in this example I clicked the "Yes" indicating the data is de-identified.

SEARCH

**Number of Participants Enrolled** (Required) View Audit

Note: If this project did not involve enrollment of participants, please enter 0.

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**Describe how and where you will store your data.** (Required) View Audit

All data will be stored in LabArchives

**Are the data de-identified?** (Required) View Audit

☒ Yes

☐ No

**Were there any unanticipated problems involving risks to subjects that were not already reported to the IRB?** (Required) View Audit

☐ Yes

☐ No

**Describe your study and, if applicable, your findings and a final summary.** (Required) View Audit

Draft Form

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🔍

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Address the question regarding unanticipated problems, in this example there were none so I clicked "No". If the answer is yes, you will be prompted to submit a reportable events form.

**Describe how and where you will store your data.** (Required) [View Audit](#)

All data will be stored in LabArchives

**Are the data de-identified?** (Required) [View Audit](#)

☒ Yes  
☐ No

**Were there any unanticipated problems involving risks to subjects that were not already reported to the IRB?** (Required) [View Audit](#)

☐ Yes  
☒ No

**Describe your study and, if applicable, your findings and a final summary.** (Required) [View Audit](#)

**Submission Instructions**

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2026.5.2472.0/Release/103042c | GCWAW/51 | 2026-05-02 21:33:12Z | 0.249s  
Powered by  IRB Manager

- 14 Click in the text box to provide a summary of the outcome of your project.

All data will be stored in LabArchives

**Are the data de-identified?** (Required) [View Audit](#)

☒ Yes  
☐ No

**Were there any unanticipated problems involving risks to subjects that were not already reported to the IRB?** (Required) [View Audit](#)

☐ Yes  
☒ No

**Describe your study and, if applicable, your findings and a final summary.** (Required) [View Audit](#)

**Submission Instructions**

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2026.5.3472.0/Release/123542c | GCWAW51 | 2026-05-02 21:33:12Z | 0.310e  
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- 15 Click "Next"

All data will be stored in LabArchives

**Are the data de-identified?** (Required) [View Audit](#)

☒ Yes  
☐ No

**Were there any unanticipated problems involving risks to subjects that were not already reported to the IRB?** (Required) [View Audit](#)

☐ Yes  
☒ No

**Describe your study and, if applicable, your findings and a final summary.** (Required) [View Audit](#)

The study [proceeds](#)

**Submission Instructions**

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2026.5.3472.0/Release/123542c | GCWAW51 | 2026-05-02 21:33:12Z | 0.310e  
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Click "Submit" to send your application to the next stage.

The University of Texas  
Rio Grande Valley  
Form Complete

**Form Completed**

You've completed the form. You can now either save the form for later revision, or submit it.

[Go Back](#)

[Save for Later](#)

[Print](#)

[Submit](#)

