

# How to Navigate and Review a Project Closure in Tick@Lab

1 Log in on Tick@lab.

2 Click "IRB"

Scan & Action

AUP

IRB

IBC

Requests & Orders

Deliveries & Identification

Experimental Stock

3 Click the project that you want to request "Project Closure"

ch

+ New Application    Export to Excel

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 10

	IRB#	File title	File created	File status	Last file status change	Expiration date	
	IRB-23-0011	Test - Faculty Advisor Duplicating a...	22-Dec-2023	Approved	09-Jan-2024	09-Jan-2027	
	IRB-23-0010	Test - Faculty Advisor Requesting Pr...	Test - Faculty Advisor Duplicating a Closed Protocol				---
	IRB-23-0009	Test - Faculty Advisor Requesting Pr...	19-Dec-2023	Initiated	19-Dec-2023	---	
	IRB-23-0006	TEST FOR PI SINGER	19-Sep-2023	Initiated	19-Sep-2023	---	
	IRB-22-0137	TEST Research Division Retreat	26-Oct-2022	Initiated	26-Oct-2022	---	
	IRB-22-0134	Protocol E - Testing 4-26-2022 Withd...	26-Apr-2022	Initiated	26-Apr-2022	---	
	IRB-22-0133	Protocol D - Testing 4-26-2022 / Wit...	26-Apr-2022	Initiated	26-Apr-2022	---	
	IRB-22-0132	Protocol C - Testing on 4-26-2022 / Wit...	26-Apr-2022	Initiated	26-Apr-2022	---	

ck@lab 3.0  
23 Language:

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pire in:  
c  
Logout

4 Select the last approved version.

n    Export to Excel

anized into files (folders). Click on the file to see the document(s) stored in the file.

	File title	File created	File status	Last file status change	Expiration date	Last document change	Last document checkout	Current document status/progress
	Test - Faculty Advisor Duplicating a...	22-Dec-2023	Approved	09-Jan-2024	09-Jan-2027	09-Jan-2024	09-Jan-2024	Approved

ions in File

File title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
	6.0	09-Jan-2024	09-Jan-2024	Approved	09-Jan-2024	Investigator, IRB TEST	---
		09-Jan-	09-Jan-	IRBCO	09-Jan-		

5 Select "Project Closure" on "Workflow."

ating a Closed Protocol", (v.6.0), Approved/Approved

ments

Action

Workflow

- Amendment
- Continuation Review
- Project Closure

nes of all personnel who will oversee or conduct work

IGATOR

igator is responsible for all work conducted under this protocol and can edit the information. If this is a student project, the student is considered a flow.

First name
IRB TEST

6 Click "Ok"

rotection Of Data

isks and Benefits

ormed Consent

PAA

ining

rotocol/Forms Links

Assurance Statement

ument History

Edit selection

Last name

Investigator

CO-INVESTIGATOR

Co-PIs can edit the

Edit selection

Last name

OTHER STUDY PERSONNEL

Other individuals who contribute to the scientific development or execution of a project in a substantial

Edit selection

Comment:

Effective date\*: 09-Jan-2024

Ok Cancel

7 Click "Project Closure" tab.

The screenshot shows the IRB TEST Investigator interface. On the left is a dark sidebar with navigation options: Master Data, Switch to mobile, Help, UTRGV Research Compliance, and a tick@lab logo with system information. The main content area has a navigation menu with items: Risks and Benefits, Informed Consent, HIPAA, Training, Protocol/Forms Links, PI Assurance Statement, Project Closure (highlighted with an orange circle), and Document History. To the right, the 'Project Closure' form is visible, featuring sections for 'Last name' (Investigator), 'CO-INVESTIGATOR' (with an 'Edit selection' button), and 'OTHER STUDY PERSONNEL' (also with an 'Edit selection' button).

8 Click "Enable Editing" under Action and complete the questions on the "Project Closure" tab.

This screenshot shows the 'Project Closure' form for protocol '0011 "Test - Faculty Advisor Duplicating a Closed Protocol", (v.7.0)'. At the top, there are buttons for 'Review', 'Attachments', 'Action' (with a dropdown arrow), and 'Workflow'. The 'Action' dropdown menu is open, showing options: 'Enable Editing' (highlighted with an orange circle), 'Save Edits', 'Save New Version', 'Print', 'Compare version', and 'Validate & Save'. Below the menu, the form contains a 'PROJECT CLOSURE' section with a text area containing 'Irbp.ProjectClosure.HelpText.Label' and a label 'This tab is being completed because:'. The background text of the form is partially obscured by the dropdown menu.

9 Select the reason for "Project Closure." and answer the following questions.

Human Subjects Information

Recruitment

Protection Of Data

Risks and Benefits

Informed Consent

HIPAA

Training

Protocol/Forms Links

PI Assurance Statement

**Project Closure**

Document History

Completed.

- **Full Board projects:**
  - Medical/Interventional/Drug or Device: Data analysis is complete.
  - Social/Behavioral/Educational: All study related procedures have been completed.

Once a Project Closure form is submitted, no more data may be collected at

**PROJECT CLOSURE**

Irbp.ProjectClosure.HelpText.Label

**This tab is being completed because:**

**Project completed. Please close the project.**

**All study related procedures have been completed and all pa the project.**

**Project not conducted or canceled.**

**Number of subjects enrolled:**

**Answer**

data

o mobile

research  
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Version: 023 Language:

10 After completing all the questions, click "Save Edits" under "Action."

11 "Test - Faculty Advisor Duplicating a Closed Protocol", (v.7.0), Project Closure/Project Closure

Review Attachments Action Workflow

Done Editing

**Save Edits**

Save New Version

Print

Compare version

Validate & Save

Complete this form when an app

- **Exempt projects:** You m
- **Expedited projects:** You
  - Subject enrollment completed.
- **Full Board projects:**
  - Medical/Interventic
  - Social/Behavioral/E

Once a Project Closure form is s

**PROJECT CLOSURE**

Irbp.ProjectClosure.HelpText.Label

**This tab is being completed because:**

ation

s completed or ends for any reason.

ction is complete. Data analysis can still be ongoi

here are no identifying links or codes to the de-id

plete and/or sponsor indicates closure.

have been completed and all participants have co

about any of the subjects in the study.

11 Click "IRBCO Administrative Review" under "Workflow" to send it for IRB review.

ating a Closed Protocol", (v.7.0), Project Closure/Project Closure

ents

Action

Workflow

IRBCO Administrative Review

an an approved human subject's research project is completed or ends for any reason.  
s: You may close the project as soon as data collection is complete. Data analysis can still be ongoing.  
acts: You may close the project if:  
rollment is complete, the data are de-identified, there are no identifying links or codes to the de-identified data, and, if funded, there are no  
l.  
ects:  
nterventional/Drug or Device: Data analysis is complete and/or sponsor indicates closure.  
avioral/Educational: All study related procedures have been completed and all participants have completed any protocol required follow-up.  
orm is submitted, no more data may be collected about any of the subjects in the study.

helpText.Label

ompleted because:

12 Click "Ok"

PROJECT CLOSURE

Irbp.ProjectClosure

This tab is being

Project com

Provide the d

Test

Comment:

Effective date\*: 09-Jan-2024

Ok Cancel

All study related procedures have been completed and all participants have complet project.

Project not conducted or canceled.

Number of subjects enrolled:

