

# How to close out a study in iStar:

## My Activities

### Move Forward

- ➔ Send for IRB Pre-Review
- ➔ Forward to Expedited-Exempt Reviewer
- 📅 Assign to Full Committee
- ➔ NHSR Determination

### Request Changes

- 👉 IRB Staff Request Changes

### General

- ✉ Send Message to Investigators

### IRB

- 📝 Record Staff Review
- ✎ Update Inbox Priority
- ➔ Send for IRB Pre-Review
- ✎ Edit Action Letter
- ✎ Change Review Type
- 👉 Return for Pre Review
- 📝 Log Comment
- ➕ IRB Add Documents
- ➔ Send for Scientific Review
- 👤 Assign Scientific Reviewers
- 👤 Indicate Individual Investigators
- ✎ Enter Legacy Information
- 📝 New Rule Status

### Manage

- ✎ Edit Ancillary Committees
- 📄 Preview Stamped Documents
- 📷 Create Snapshot

### Withdraw or Close

- ❌ IRB Withdraw

1. Start in "My Activities" on study main landing page. Scroll down to the last option.

2. This box will open and you should complete all sections.

### Close Study

If the study is complete and no further study activity will be performed, you may use this activity to close the study.

- \* **Is any study activity continuing?** (answering "no" indicates that: no participant contact regarding this study will be made, no further data analysis is going to be performed, and no sponsor visits are pending).  
 Yes  No [Clear](#)
- \* **Since the last progress report, has anyone been enrolled in the study?**  
 Yes  No [Clear](#)
- \* **Has anyone withdrawn from the study since the last progress report?**  
 Yes  No [Clear](#)  
- No outstanding Reportable Events -
- \* **Are there any Reportable Events outstanding?**  
 Yes  No [Clear](#)
- \* **Since the last progress report, has there been any significant new information (either good or bad) that should be disclosed to subjects that are participating or have participated in the study?**  
 Yes  No [Clear](#)
- \* **Are there any remaining documents or information required to provide to participants (such as SNIF documents)?**  
 Yes  No [Clear](#)
- Attach any sponsor or funding agency communication regarding the closure of this study:  
  

Name	Version	Modified
There are no items to display		

3. Once you answer the questions and click OK, the study will be officially closed out. Note that answering YES to 1, 4, or 6 will not allow you to submit, so make sure to take care of those issues beforehand.