Closing an Active Approved Protocol

1) Protocols may be closed for a variety of reasons:
    a. The PI would like to close the protocol immediately;
    b. The PI will not renew the de novo;
    c. The PI has left the institution;
    d. The IO permanently suspends all research activities within a protocol.

2) If the PI opts to close the protocol voluntarily the before expiration date:
    a. The PI should submit an email to the ACUC email inbox requesting that the approved protocol be closed, noting a) if it should be closed immediately; b) or if work will continue until the expiration date of the protocol.

3) If the PI does not submit a protocol for de novo renewal before expiration and does not notify the ACUC of plans to close the study, the protocol will expire. Upon expiration of a protocol, an automated email goes out to the PI from eProtocol indicating the protocol has expired and work described in the protocol can no longer continue.

4) If the PI plans to leave the institution, the PI should notify the ACUC if another PI will take over the studies. If so, the new PI will need to clone the protocol under his/her name before the current PI closes the protocol. If a new PI will not take over the protocol, the PI should inform the ACUC via email on closure date. (Please see *Quick Guide-Cloning* Protocols for more information).

5) In the unlikely event that the IO permanently suspends all research activities within a protocol, the protocol will be administratively closed in eProtocol at the time of notification from the IO.

6) Location of Closed/Inactive Protocols:
    a. Once a protocol has become inactive, the protocol will permanently reside on the PI's dashboard in the 'Non-Active Protocols' section at the bottom of the page. The protocol can be cloned into a new protocol for submission at any time.

AMENDMENT	⯆
Currently there are no Amendment protocols.	

CONTINUING REVIEW	⯆
Currently there are no Continuing Review protocols.	

STUDY CLOSURE FORM	⯆
Currently there are no Final Report forms.	

Approved Protocols	⯆
Currently there are no Approved Protocols.	

Non Active Protocols	⯆
Currently there are no Non Active Protocols.	