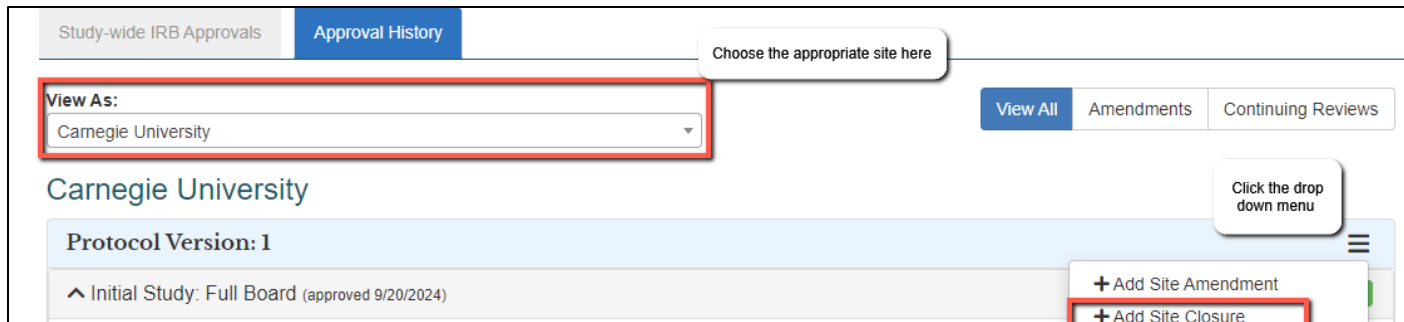
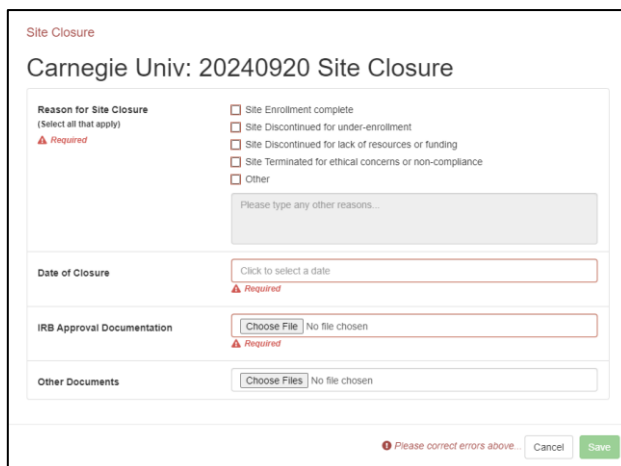


IREx can be used by sIRB Liaisons or Study Managers to document and communicate the closure of sites, when appropriate. **Closing a site** ensures that only active sites retain access to ongoing studies. Closed sites can continue to access the study for 30 days, after which their access is permanently terminated. A record of the site's participation remains in all IRB exports.

HOW DO SIRBS OR STUDY MANAGERS CLOSE A SITE?



1. Navigate to the site you wish to close on the **Approval History** tab and click the three lines to open the drop-down menu.



2. Click **+ Add Site Closure**.
3. In the **Site Closure** dialog:
 - a. Check the **Reason(s) for the closure**; include more information in the 'Other' text box if needed.
 - b. Input the **Date of Closure**.
 - c. Attach the **IRB Approval Documentation**.
 - d. Attach other documents, as needed.
4. Click **Save**.

5. Once you click **Save**, a confirmation screen will appear. As the confirmation screen notes, a site closure notification (see screenshot below) will be sent to that site's liaisons and study contacts.

Please Confirm

Are you sure you want to issue a site closure for **Carnegie University**? This will send a notification to the site liaisons and study contacts. They will have 30 days to access site closure information. After 30 days, they will no longer have access to the study in IREx.

When you close the site, the site's IRB Liaisons and Study Team Contacts will be notified of the closure and will not be able to access past approval documents. They will only have access to the closure information, which they can access for 30 days. After 30 days, the site will no longer have access to the study in IREx.

Dear Liaisons and Study Contacts,

Vanderbilt University Medical Center has issued a closure notification for your institution, Carnegie University in IREx.

Study Title	20240920 Site Closure
Type of Determination	Site Closure
Reasons for Site Closure	<ul style="list-style-type: none"> • Site Enrollment complete
Date of Closure	Sep 20, 2024
Study Link	https://staging.irbexchange.org/project/9234070

Principal Investigators and Study Contacts:
 You will have access to the study for 30 days in order to access the closure information and prior approval information (read-only). Please contact your local HRPP, as needed, regarding your local submission requirements for site closure.

[Thank you for using IREx.](#)
[The IREx Team](#)

CAN SIRBs AND STUDY MANAGERS STILL SEE A SITE AFTER I'VE CLOSED IT?

Onboarding
Approvals
Status Summary
Sites
Contacts

My Site Info
Edit Study Info

Status Summary

Closed Sites
Export Data

Site	Agreements	Reliance Decision	Approval Status
Baylor College of Medicine	2 / 2 Agreements Complete	Completed 9/20/2024	Approved

Closed Sites
✕

Site	Reason(s) for Closure	Dates	Documented By	Version on Closure
Carnegie University - FWA#32322829 Undo site closure	Site Enrollment complete	<i>Date of Closure</i> 9/20/2024 <i>Closure Uploaded</i> 9/20/2024 <i>Study Access Ends</i> 10/20/2024	LaShondra Deyampert	1

Yes. The site will no longer appear in the list of sites on the **Status Summary** tab, but sIRB Liaisons and Study Managers can view all closed sites by clicking the red **Closed Sites** button on the **Status Summary Tab**. This will open the **Closed Sites** dialog, which indicates who uploaded the closure, as well as when the site was closed, when the closure was uploaded to IREx, and when the site's access to the study expires.

Additionally, the Site Closure will be noted in the **Approval History** tab, under the appropriate site.

Onboarding Approvals Status Summary Sites Contacts My Site Info Edit Study Info

Approvals

Study-wide IRB Approvals **Approval History**

View As: Carnegie University View All Amendments Continuing Reviews

Carnegie University

Protocol Version: 1

Site Closure Closed

Study Info Key Dates

IRB Number: Site Closed 9/20/2024
Type of Study: Greater than Minimal Risk Closure Reasons • Site Enrollment complete
Reviewing IRB Decision: Closed

Documents Download All

Site Specific Documents Download

Type	Name
IRB Approval Documentation	DUMMY IRB APPROVAL.docx