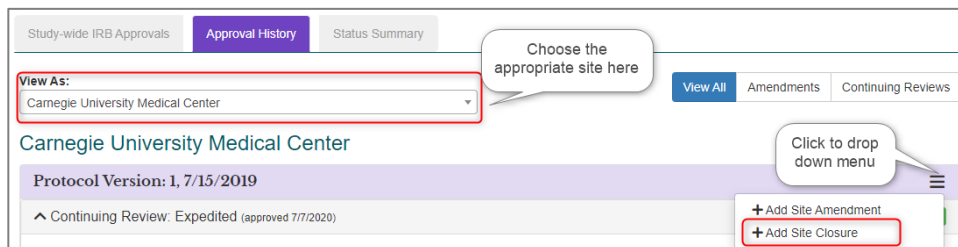


IREx can be used by sIRB Liaisons or Study Managers to document and communicate the closure of sites, when appropriate. *Closing a site* ensures that only active sites retain access to ongoing studies. Closed sites can continue to access the study for 30 days, after which their access is permanently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

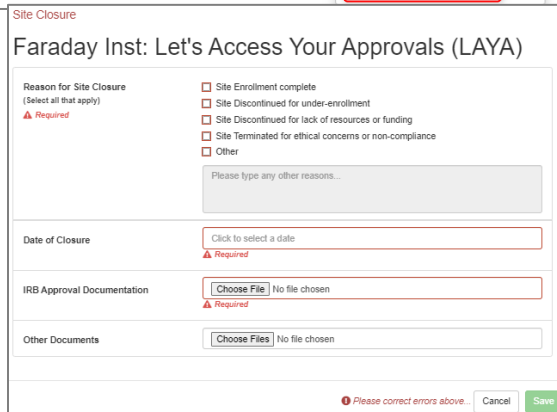
HOW DO SIRBS OR STUDY MANAGERS CLOSE A SITE?

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.

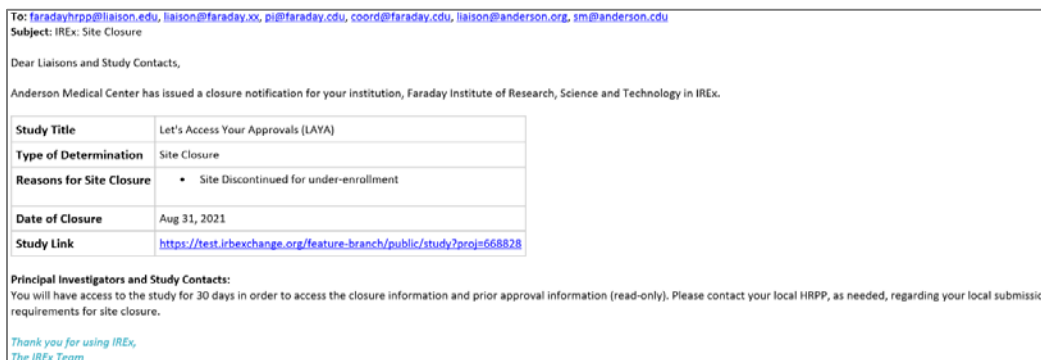
4. Click **Save**.



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.



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.



Study Title	Let's Access Your Approvals (LAYA)
Type of Determination	Site Closure
Reasons for Site Closure	<ul style="list-style-type: none"> Site Discontinued for under-enrollment
Date of Closure	Aug 31, 2021
Study Link	https://test.irbexchange.org/feature-branch/public/study?proj=668828

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?

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.

The screenshot shows the 'Participant Status Summary' interface. A red arrow points from the 'Closed Sites' button in the top navigation bar to a 'Closed Sites' dialog box. The dialog box contains the following table:

Site	Reason(s) for Closure	Dates	Documented By	Version on Closure
Faraday Institute of Research, Science and Technology - FWA#01569874	Site Discontinued for under-enrollment	<ul style="list-style-type: none"> Date of Closure: 8/31/2021 Closure Uploaded: 8/31/2021 Study Access Ends: 9/30/2021 	Katelyn Benhoff	2

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

The screenshot shows the 'Approval History' tab for the site 'Faraday Institute of Research, Science and Technology'. The 'Site Closure' section is highlighted with a red box. It displays the following information:

- View As:** Faraday Institute of Research, Science and Technology
- Protocol Version:** 2
- Key Dates:**
 - Site Closed: 3/1/2022
 - Closure Reasons: Site Discontinued for under-enrollment
- Documents:**
 - Site Specific Documents:
 - Type: IRB Approval Documentation
 - Name: Determination Letter.docx