Closing a Study in ARROW

*How to submit a Study Closure Report in ARROW and close a study with the IRB*

1. **Initiate a Study Closure Report in ARROW**

To initiate a Study Closure Report, go to the main study workspace and under “My Activities” on the left side click on “Submit Study Closure Report.”

Note: This activity will only be available to the Principal Investigator (PI).
2. **Fill out the Study Closure Report and submit**

A pop-up window will appear with the following questions:

- Date of study closure
- Was the study closed prematurely?
- Have any unanticipated problems occurred since the last IRB review of this study?
- Please provide the total number of subjects enrolled at all sites under UW purview

Answer the questions in the pop-up and click OK at the bottom to submit the Report.

The Study Closure Report will then be reviewed by the IRB and either confirmed or denied.

- **If confirmed, the study will be closed with the IRB and the state will change to Closed in the study workspace.**

- **If denied, the study team will be notified and may need to respond to IRB issues before the IRB can close the study.**