BEFORE YOU CLOSE YOUR STUDY:

☐ All data cleaning and auditing must be completed, including queries from the sponsor.

☐ Be sure that all currently planned data analyses being conducted by WU investigators have been completed OR
  If data will continue to be used for research purposes at this time, it has been anonymized (All identifiers and links to identifiers have been removed/destroyed – EXCEPT consent documentation must be kept in accordance with HRPO record retention policy. You should remove information in the data that would link the data to the consent document.)

NOTE: If you don’t currently have plans to use/analyze the data but wish to keep identifiers, you should close the current study and submit a NEW IRB project for review and approval when you are ready to conduct further analyses.

☐ Review the research record to confirm that all reporting requirements were met as defined by HRPO Policies and Procedures and Reporting Guidelines.

☐ Consider plans for record retention. Records must be kept in their original format for at least 6 years from the completion of the study. There may be additional retention requirements from applicable federal or state laws or at the request of the study sponsor.

☐ Review your IRB approval to determine if you need to destroy identifiers associated with PHI.