How to Close an Exempt Study

- We refer to exempt studies as any study with a status of "Exempt", "Exempt - no IRB review", "Exempt - limited IRB review", "NHSR", or "Not Engaged".
- To close any study with a status other than the ones listed above, you will need to submit a "<u>Final/Closure Report</u>".
- You can close a study with one of the statuses listed above without submitting anything to the IRB.

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My Workspaces

Hello Khaled Khattar, BA your last login was 10/11/2022 08:16 AM EDT Study Assistant

 Featured Study Operations

 Create a New Study

 Start a Submission Form for one of My Studies

 View the Current Approvals for one of My Studies

 View the Submission History for one of My Studies

 View and Manage My Studies

By the Numbers												
Submissions in Process 54	Forms Pending Submission 53	Pending My Response 4	High									
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All Tasks			5									
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When you login into INSPIR II (<u>https://inspir.bu.edu/</u>), you will get to this page. This is your Home page

Click on "View and Manage My Studies"

The system will scroll your Home page down to the "All Studies" section.

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Once you locate the study that you want closed, click on the "Close Exempt" icon

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You will get the "Close Exempt Study" popup. Click on the "Yes, Close the Study" button to close it.

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The system will close the popup and refreshes the "All Studies" section. Notice that the study has been closed and its status changed to "Closed – Exempt". That's it!

