

# 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 [“Final/Closure Report”](#).
- You can close a study with one of the statuses listed above without submitting anything to the IRB.

### 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 T
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### Tasks

All Tasks	35
Study Tasks	33

When you login into INSPIR II (<https://inspir.bu.edu/>), 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.

**All Studies** **Recently Used** **Study Status** Search for RB Number, Title, Alias Search

**All** **Draft** **IRB**  
51 result(s) found... 1 - 10

Click to open Study Dashboard	Study Status	Review Board	IRB Number	IRB Expiration	Study Title	Principal	Actions
	Exempt - limited IRB review	IRB	H-31000		testing signoff		
	Inactive - Administratively Closed	IRB	H-31293		testing signoff		
	Draft	IRB	H-35016		testing signoff	Khattar, Khaled, BA	
	Draft	IRB	H-38079		testing signoff	Khattar, Khaled, BA	
	Draft	IRB	H-41022		testing signoff	Khattar, Khaled, BA	
	Draft	IRB	H-41826	06/09/2022	testing signoff	Khattar, Khaled, BA	
	Expired	IRB	H-41826	06/09/2022	testing signoff	Khattar, Khaled, BA	
	Draft	IRB	H-30801		testing signoff	Khattar, Khaled, BA	

You can use the “Search” box to locate the study that you want to close. Or you can just scroll down.

# Once you locate the study that you want closed, click on the “Close Exempt” icon



 Hello Administrator  
 your last login was  
 11/29/2023 09:26 AM EST

My Workspaces  Study Assistant

43 result(s) found...

**All Studies** **Recently Used** **Study Status**

Search for RB Number, Title  Search 

54 result(s) found...

Click to open Study Dashboard	Study Status	Review Board	RB Number	RB Expiration	Study Title	Principal Investigator	Actions							
					Study Alias		Applications	Documents	Forms	Hide	Close Exempt	Copy	Delete	Correspond
	Exempt - no IRB review	IRB	H-35910	11/01/2024	Testing Checklist Expedited/Full Board 12-2-2016	Administrator								
	Closed - Exempt	IRB	H-31000		Testing	Administrator								
	Draft	IRB	H-36572		Expedited/Full Board 11-25-2019	Administrator								
	Draft	IRB	H-34575		Cede Review 10-29-2015	Administrator								
	Draft	IRB	H-44153		Single patient	Administrator								
	Closed - Ceded Review	IRB	H-37307		INTERFACE TESTING OF 'IRB'- APPENDING TO IRB STATUSES IN VELOST	Administrator								
	Draft	IRB	H-38079		Chart Reviews 8/17/2018	Administrator								
	Draft	IRB	H-36594		Exempt Study 6/7/2017	Administrator								
	Closed	IRB	H-43330		testcs1027title	Klings, Elizabeth, MD								

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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!


 Hello [Name], your session was [Time] 11/29/2023 9:26 AM EST

My Workspaces [Dropdown] Study Ass...

43 result(s) found... 1 - 10

**All Studies** [Filter: All] [Filter: Draft] [Filter: IRB]

Search for RB Number, Title, Alias [Search] [Settings]

54 result(s) found... 1 - 10

Click to open Study Dashboard	Review Board	RB Number	RB Expiration	Study Title	Principal Investigator	Actions
				Study Alias		
	Closed - Exempt	IRB	H-35910	11/01/2024	Testing Checklist Expedited/Full Board 12-2-2016 Dummy Expedited/Full Board 6-22-2022	Administrator Applications Documents Forms Hide Exempt Copy Delete Correspond
	Closed - Exempt	IRB	H-31000		Testing 2-18-2011-	Administrator Applications Documents Forms Hide Exempt Copy Delete Correspond
	Draft	IRB	H-36572		Expedited/Full Board 11-25-2019 Expedited/Full Board 11-25-2019	Administrator Applications Documents Forms Hide Exempt Copy Delete Correspond
	Draft	IRB	H-34575		Cede Review 10-29-2015 Cede Review 10-29-2015	Administrator Applications Documents Forms Hide Exempt Copy Delete Correspond
	Draft	IRB	H-44153		Single patient Single patient	Administrator Applications Documents Forms Hide Exempt Copy Delete Correspond
	Closed - Ceded Review	IRB	H-37307		INTERFACE TESTING OF 'IRB-' APPENDING TO IRB STATUSES IN VELOSCIT Velos# HRB123 - Active in Velos for Interface Testing	Administrator Applications Documents Forms Hide Close Exempt Copy Delete Correspond
	Draft	IRB	H-38079		Chart Reviews 8/17/2018 Chart Reviews 8/17/2018	Administrator Applications Documents Forms Hide Exempt Copy Delete Correspond
	Draft	IRB	H-36594		Exempt Study 6/7/2017 Exempt Study 6/7/2017	Administrator Applications Documents Forms Hide Exempt Copy Delete Correspond
	Closed	IRB	H-43330		testcs1027title cstest1027nick	Klings, Elizabeth, MD Applications Documents Forms Hide Close Copy Delete Correspond

