How to Terminate a Protocol

As soon as you have completed your study, file an Annual Report to terminate the protocol. If you don't terminate it, your protocol remains active and you are required to continue submitting Annual Reports. If you don't submit those Annual Reports on time, you may be blocked from submitting future research. The protocol termination informs the IRB that you are no longer conducting the research project.

Logon to Mentor IRB. Under the IRB tab, click on My Protocols to see a list of your protocols. Click on the title of the protocol you want to terminate, and the View Protocol screen will open.

At the bottom of the View Protocol screen there are a number of tabs: Annual Reports, Amendments, etc. Make sure you are on the Annual Reports tab.

Annual Reports	Amendments	Adverse Events	Protocol Deviations	DSMB Reports

	Year	Status	Due Date	Date Received	Date Approved	Submitted By
📄	1	Due	04/20/2015			

Click on the Context Menu (little red page icon) next to the latest Year and select "Complete and Submit" from the menu. The Annual Report screen will appear.

Annual Report

IRB ID 1
Protocol Title Comparison of Social Science & Biomedical IRBs
Year Number 1

Total # Subjects Enrolled Since Last Annual Report [ ]
Total # Subjects Enrolled in Study to Date [ ]
Total # Subjects Who Have Completed Study [ ]
Total # Subjects Who Have Died [0]
Total # Subjects Still Active [ ]
→ * Continuation Status [Terminate Protocol ▼]
→ * Date Protocol Closed [06/22/2015] [📅] Clear
Unforeseen/Adverse Events [None ▼]

Describe Unforeseen/Adverse Events

Fill in the number of subjects and other pertinent information in the form. Under Continuation Status, select "Terminate Protocol" from the dropdown menu. Fill in the Date Protocol Closed.

If there were any adverse or unforeseen events, choose "Yes" from the dropdown menu, and describe them in the first box. If you have any other comments about the protocol, add them in the Additional Comments box. In the case of a termination you most likely don't need to upload a file.

Click "Submit Report". An email will automatically be sent to the IRB Chair and Administrator upon successful upload of your Annual Report. The protocol will now be listed as "Terminated" on your protocols list under My Protocols.