

Grand Valley State University Human Research Review Committee	
Title: <i>Closure of approved research studies</i>	
Section: 1060.	This policy and procedure supersedes those previously drafted
Approved by HRRC: 02/14/2012	Approved by RIO/HRPA: 02/16/2011
Related documents: <i>030: ORCI document retention and maintenance</i> <i>110: Ethical and legal standards and practices for HS research</i> <i>120: Compliance with applicable laws and regulations</i> <i>310: Researcher responsibilities, qualifications and training</i> <i>730: Collection, management and security of research information</i> <i>1030: Research non-compliance</i> <i>1040: Research post-approval audits</i> <i>1050: Suspension or termination of research activities</i> <i>1070: Responding to concerns and complaints about human subjects research activities</i> Updated 08/01/2012	

Policy

When a research study has been permanently completed, the Principle Investigator(s) notifies the HRRC that the research study has been closed. Researchers must continue to honor any confidentiality protections of the data and any other commitments that were agreed to as part of the approved research, such as providing information about the study results to research participants or providing compensation for research participation.

Definition

1. *Completed Research:* When all research-related interventions or interactions with participants have been permanently completed, and all data collection and analysis of identifiable private information described in the HRRC-approved research plan have been finished, the study is completed.

Procedures

1. Researchers should close a research study and notify the HRRC of the change in study status when the work on it has been permanently completed.
2. Researchers are not required to destroy research related data unless so indicated in the HRRC approval of the study proposal. Researchers may preserve study data and associated materials, including identifiable private information, if consistent with the HRRC approved research plan.
3. Researchers are required to securely preserve and maintain all documents and other materials pertaining to the approval of the research study, including signed consent forms, for all non-exempt research studies as required by the applicable federal regulations and ORCI ***Policy 030: ORCI Document retention and maintenance.***

4. If a researcher fails to apply for continued review and approval of a previously approved, non-exempt protocol prior to the approval expiration date, the study will be administratively closed by the HRRC.