eHIRB User Guide:
How to Submit a Study Closure

Last Update	**February 7, 2014**
Intended Audience	**Principal Investigator/Researcher**
Purpose	**To provide the user with step-by-step instructions on how to submit a Study Closure.**

⇒ **Refer to the eHIRB Getting Starting Guide before getting started.**

Important Study Closure Facts:

1. The eHIRB Study Closure form may be used to notify the IRB that a study is complete.
2. A study closure cannot be created if one is already in process.
3. Only the PI can submit a Study Closure, but anyone on the study team can complete the SmartForm.

Follow the steps below to submit a Study Closure:

STEP 1. **Close** all open web browsers.

STEP 2. **Open** a new browser and go to: **https://hirb.jhu.edu**.

STEP 3. **Login** using your JHEDID and password,

- The **My eHIRB Studies** workspace should appear, if not, select it from left side.

STEP 4. **Select** the "**Approved**" tab, and then select the approved New Application for which you need to submit a Study Closure.

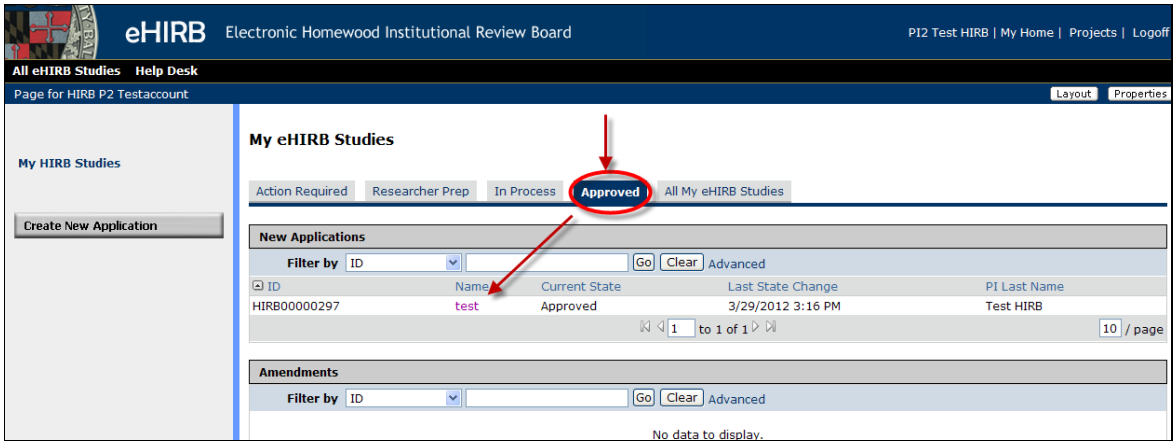

Figure 1

Questions? Contact the HIRB Office at hirb@jhu.edu.

STEP 5. **Select** the "**Create Future Study Action**" button, the SmartForm appears.

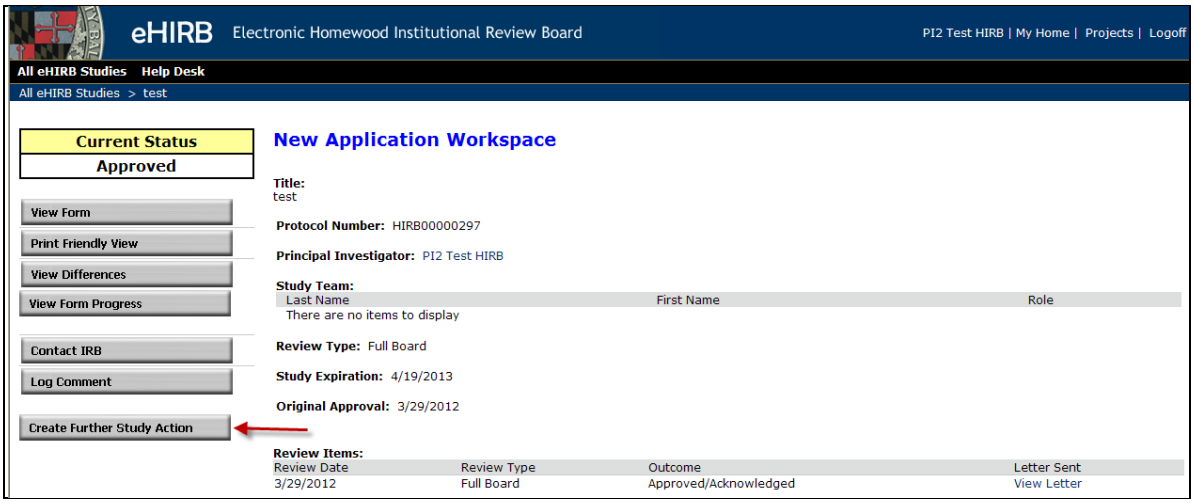

Figure 2

STEP 6. **Select** the "**Study Closure**" check box.

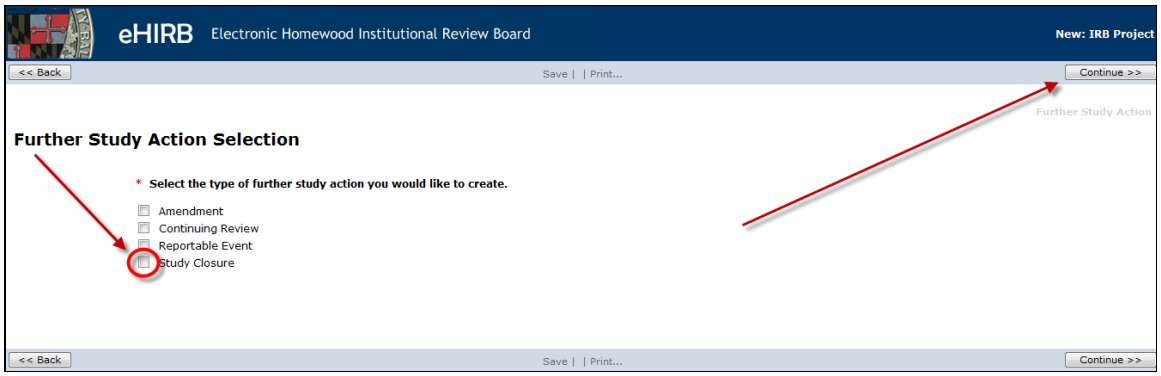

Figure 3

STEP 7. **Select** "**Continue**" to save the application and proceed to the next section.

- The system will save the Study Closure and generate a HIRB ID number which will appear in the right corner of the form.

Figure 4

STEP 8. **Complete Section 1 – Study Status**, by providing answers to all the required questions.

- Required fields are indicated with a red asterisk (*).

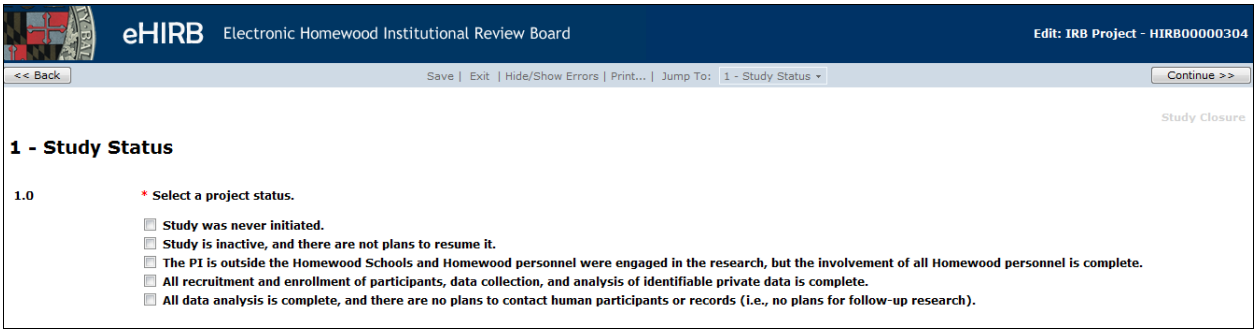

Figure 5

STEP 9. **Select "Continue"** to complete the remaining sections using the blue navigation bar (Figure 4, above).

- The navigation bar can be found at the bottom and top of the form.
- You can select "**Continue** to proceed through each page of the application SmartForm.
- When "**Continue**" is selected the system automatically saves the form.
- You can select "**Save**" at any time and **"Exit"** the form. If needed, you can come back later and finish the form.
- Select "**Exit**" to close the SmartForm. The system will confirm that the form will be saved.
- You can skip to a specific section of the form by choosing a page name from the "**Jump To**" drop-down menu located on the blue navigation bar.
- **NOTE:** If the "**Back**" button is selected the system will not automatically save the information entered on that page of the form. Be sure to select "**Save**" before the "**Back**" button is selected.

STEP 10. **Make sure required questions are answered**. The system will not allow the Study Closure to be submitted to the IRB until all required items are completed on the Study Closure SmartForm.

- To assess completeness of the form, you can **Turn on** the **Hide/Show Errors** feature, from the blue navigation bar, to provide a list of validation errors that the system finds along the way.
- As required questions are answered in each section, the error/warning messages will disappear from the list.
- The hide/show errors feature is optional and can be turned on/off at any time from the blue navigation bar.

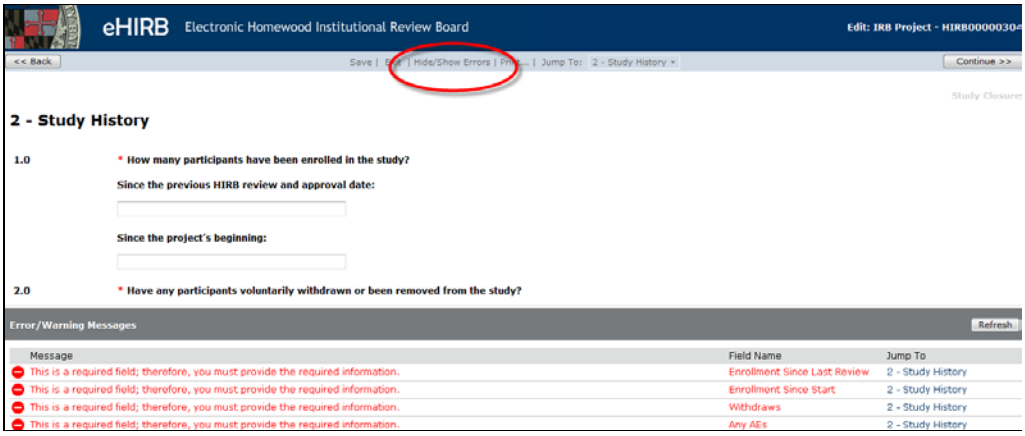

Figure 6

STEP 11. **Once you have completed the form, Select** the "**Finish**" button on the last section of the SmartForm entitled "**3 – Summary of Progress**".

- The SmartForm will close and you will be taken to the application workspace where you will be able to finally "**Submit"** the application to the IRB.
- The application is NOT sent to the IRB until the **"Submit"** activity on the workspace is run. **NOTE: THE PI MUST SUBMIT THE STUDY CLOSURE.**

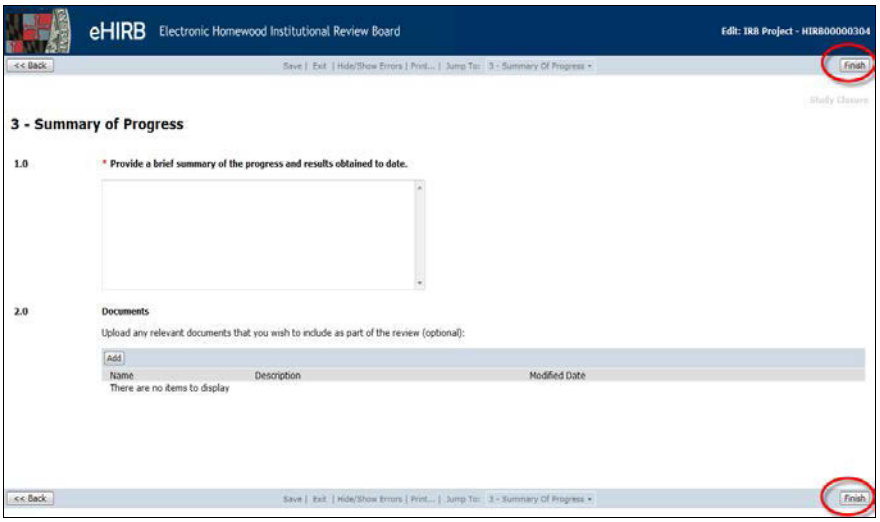

Figure 7

STEP 12. **From the application workspace**, **select** the "**Submit**" activity, located on the left side of the workspace.

- If additional changes are need on the SmartForm before the Study Closure is submitted, select the "**View/Edit Form**" activity to open up the form and resume completing it.
- **WARNING**: The PI cannot edit the form after submission, unless the IRB sends it back with questions.

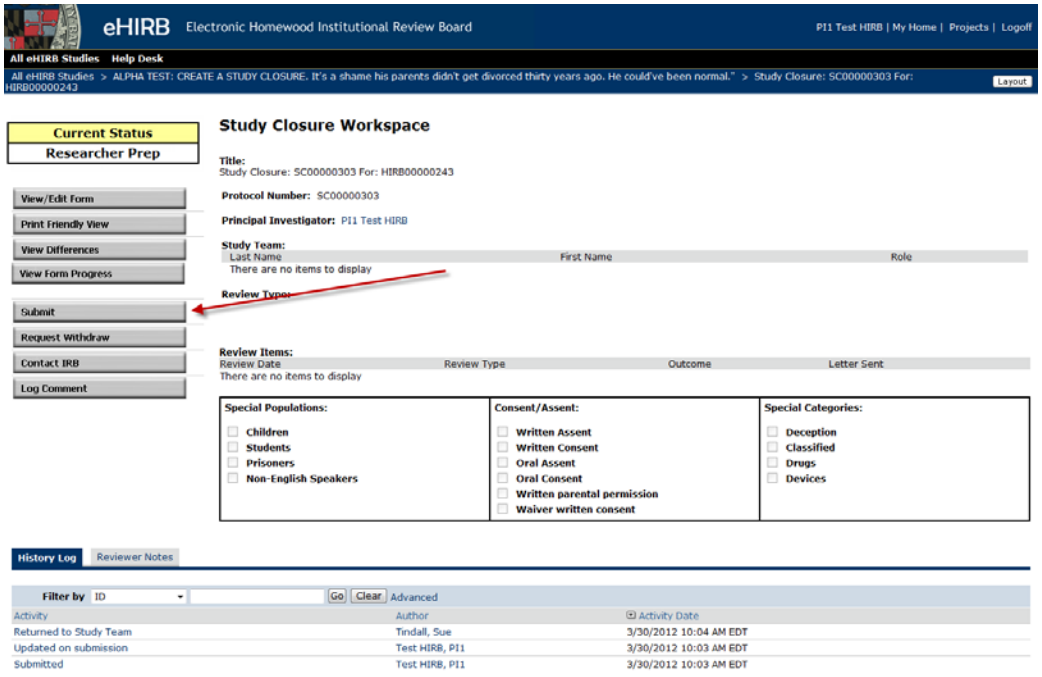

Figure 8

- If the system finds error/warning messages they will be displayed.

STEP 13. **To correct error/warning message**, **select** the errors in the list and the system will take you directly to the page where the answer can be corrected, repeat this until all error messages have disappeared from the list.

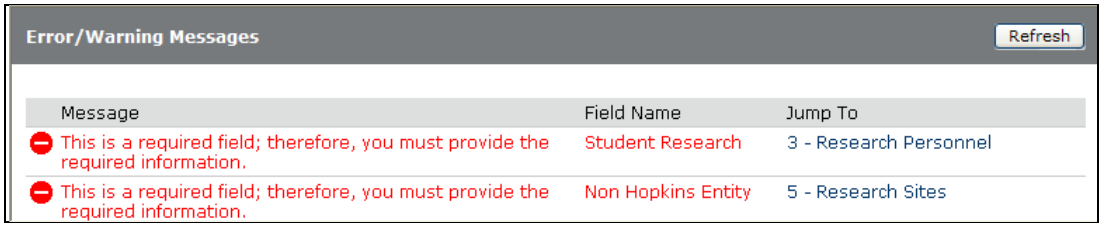

Figure 9

STEP 14. After all error/warning messages are resolved, **select** the "**Submit**" activity again, the PI certification appears.

STEP 15. **Read** the PI Certification text, and then select "**OK**".

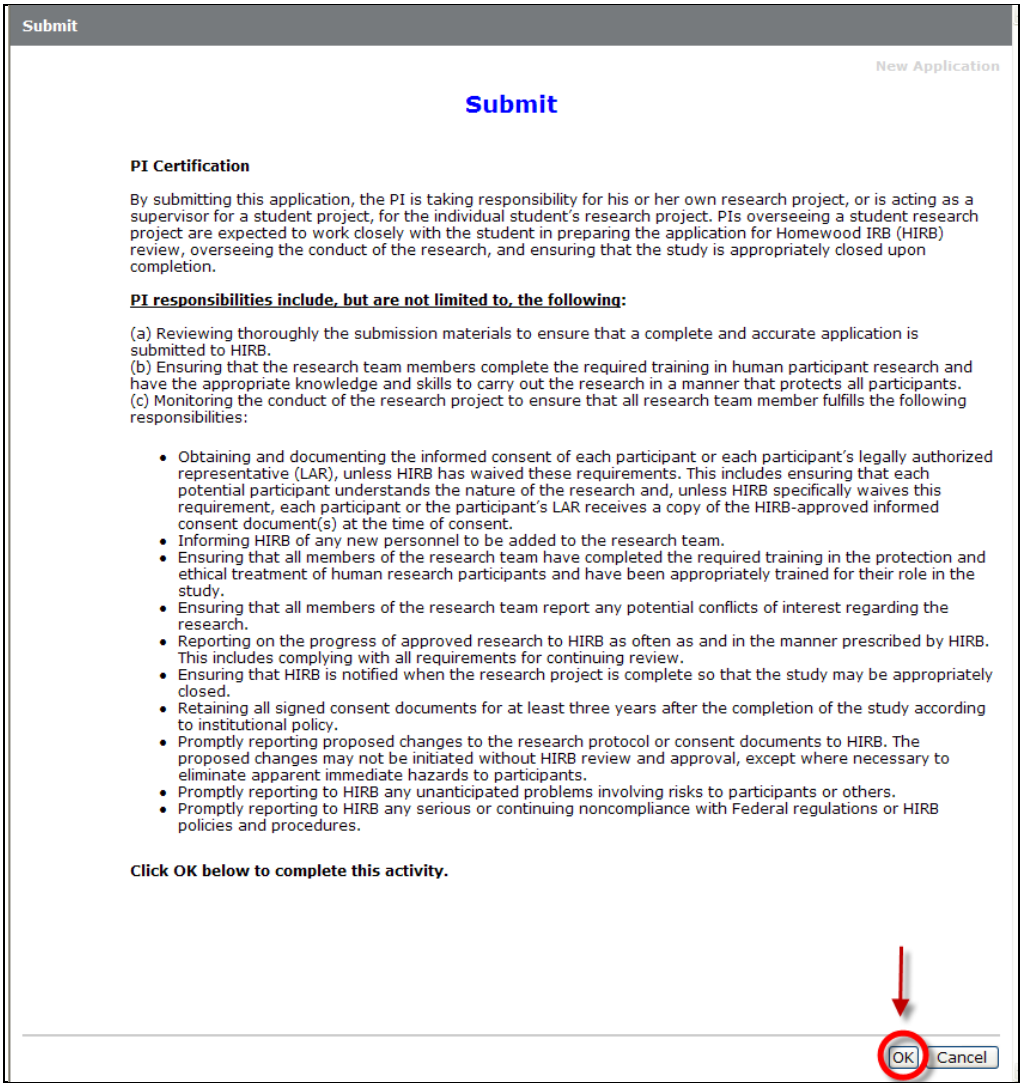

Figure 10

STEP 16. After submission, **select** "**My Home**" located on the top left corner to return to your Inbox.

- The system will send an email notification confirming the submission of the Study Closure.
- The IRB office will receive the submission and begin reviewing the application.
- The Study Closure can no longer be edited at this time, unless the IRB office sends it back for clarification and/or changes.

STEP 17. To view the Study Closure that was just submitted, **select** the "**In Process**" tab located on the **My HIRB Studies** workspace.

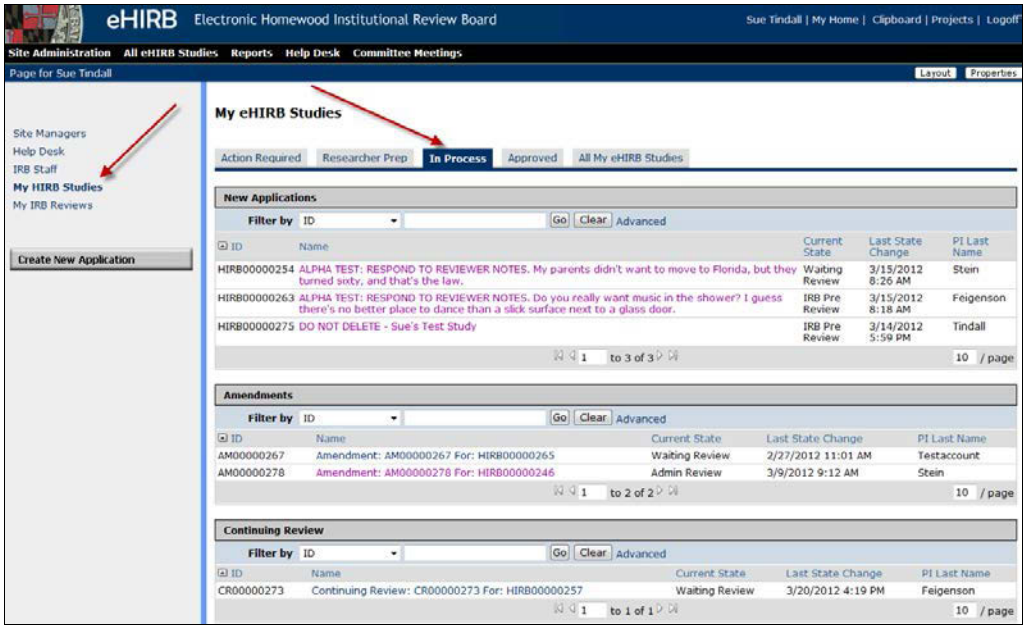

Figure 11

- For questions about the status of an application, **contact** the IRB by selecting the "**Contact IRB**" activity on the application workspace. This sends the IRB Office an email notification containing your question through the eHIRB system.

STEP 18. **To close out of eHIRB, Select** "**Logoff**", located on the top left corner.

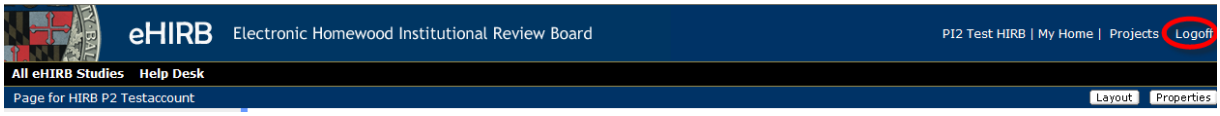

Figure 12

Questions? Contact the HIRB Office at hirb@jhu.edu.