

LMU IRB Closure Form

Instructions: This form is used when an approved IRB human research project has been COMPLETED or CANCELLED. Please include a final summary statement or report of the project with this form. LMU IRB policies in accordance with federal regulations require the retention of signed informed consent forms (if applicable) in a safe location for at least three years after the project ends. Note: the supervisor or faculty advisor may sign to close a project if the principal investigator/student is no longer at LMU. Please deliver or mail the completed and signed **LMU IRB Closure Form** to the Office of Research, Grants and Sponsored Programs, Lincoln Memorial University IRB, Grant Lee, 6965 Cumberland Gap Parkway, Harrogate, TN 37752. A scanned completed form with attachments may be submitted via an LMU email address to IRB@lmunet.edu by a supervisor or faculty advisor.

IRB #:
Project Title:
Name of Principal Investigator/Project Director/Student: Contact Information:
Supervisor (if applicable): Contact Information:
Faculty Advisor (if applicable): Contact Information:
Where will the signed informed consent forms be safely stored for 3 years? Please indicate specific location or not applicable because of waiver due to electronic or oral consent or use of secondary de-identified data.
Is a final summary of the project attached? If not, please summarize within this block on this form.

YES	Human participants work has ended on this project for the following reason(s):
	Human participant involvement is complete (no follow-up planned with participants and the data set does not contain identifiers that can be linked to participants).
	Project is no longer funded.
	Principal Investigator/Project Director/Student is no longer at LMU.
	Project has been cancelled for other reason. Please explain within this block on this form.

Signature of Principal Investigator/Project Director/Student:	Date:
Signature of Supervisor/Faculty Advisor:	Date:
Signature of IRB Administrator:	Date: