



SOP Title	(IACUC) PI – Terminating a Protocol				
Date Last Revised		Date Created	05/21/2019	Revision #	
SOP Number	21	Required by:	<input type="checkbox"/> OHRP	<input type="checkbox"/> Funding Agency	<input type="checkbox"/> OLAW
Applicability	<input type="checkbox"/> RGC Internal	<input checked="" type="checkbox"/> Researcher	<input type="checkbox"/> Institutional		
Subgroup	<input type="checkbox"/> NKU Compliance	<input type="checkbox"/> IRB	<input checked="" type="checkbox"/> IACUC	<input type="checkbox"/> IBC	

1.0 PURPOSE

The purpose of this SOP is to describe the process for submitting protocol terminations.

2.0 GENERAL INFORMATION AND SCOPE

The IACUC approvals last for three years. Studies should be terminated in Mentor IACUC when the project is completed.

3.0 PROCEDURES

3.1 ACCESSING MENTOR IRB

1. Go to the [Mentor website](#).
2. Click “Log in”.
3. Institution ID = NKU.
4. Use your NKU ID (NKU email username) and NKU password to log in.

3.2 HOW TO TERMINATE A PROTOCOL

1. After logging into Mentor click “IACUC” in the black banner.
2. Click “My “Protocols”. All of your protocols will be listed here.
3. Select the protocol you would like to terminate.
4. At the bottom, there are three tabs, “Annual Reports”, “Amendments” and “Protocol Deviations/Adverse Events. Select the “Annual Reports” tab.
5. Click “Complete and Submit” located under the latest year.
6. Select “Terminate Protocol” from dropdown menu.
7. Enter “Date Protocol Closed”.
8. Provide a brief study update.
9. Add additional comments (not required).
10. Click “Submit Report”. This will submit the termination to the IACUC.

Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	06/17/2019	<input type="checkbox"/>
IACUC Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>
------------------------	--------------------------	--	-------------------------------------

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input type="checkbox"/>		<input type="checkbox"/>	
IACUC Chair	<input type="checkbox"/>		<input type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input type="checkbox"/>	