



SOP Title	(IACUC) PI – Terminating a Protocol				
Date Last Revised	07/03/2024	Date Created	05/21/2019	Revision #	1.2
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. If prompted, the 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 dropdown.
2. Click “My Protocols”. All of your protocols will be listed here.
3. Select the protocol you would like to terminate.
4. Click “Terminate Protocol” in the top left hand corner.
5. Enter the date protocol should be closed. And click “Terminate Protocol”.
6. Add additional comments (not required).
7. Click “Complete & Submit”. Provide a brief study update. Click “Submit Report”.

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 checked="" type="checkbox"/>	08/20/2020	<input type="checkbox"/>	Formatting approved by A. Southwick
IACUC Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input checked="" type="checkbox"/>	07/03/2024	<input type="checkbox"/>	Mentor user face update
IACUC Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	