



SOP Title	(IRB) PI – Terminating a Protocol				
Date Last Revised	06/08/2017	Date Created	06/07/2017	Revision #	
SOP Number	15	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 checked="" type="checkbox"/> IRB	<input 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 approval to conduct your study lasts for up to one year. A continuing review must be submitted within 30 days of your study expiration date. You will receive a reminder 30 days before the continuing review due date and reminders weekly thereafter. If the continuing review is not completed by the study expiration date, all study-related activities must stop.

3.0 Procedures

3.1 Accessing Mentor IRB

1. Go to the [Mentor website](#)
2. Institution ID = NKU
3. 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 IRB, click “IRB”
2. Click “My “Protocols”. All of your protocols will be listed here.
3. Select the protocol you would like to renew.
4. At the top of the page, select “Terminate Protocol”
5. Answer relevant questions
6. Enter “Date Protocol Closed”
7. Add additional comments if desired
8. Click “Submit Report”
9. In “Continuing Reviews” it should state “Terminated”

Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	06/17/2017	<input type="checkbox"/>
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>