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

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<tr>
<th>Title</th>
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<td>Manager of Research Compliance</td>
<td>☒</td>
<td>06/17/2017</td>
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