

# Closing a Study in ARROW

*How to submit a Study Closure Report in ARROW and close a study with the IRB*

## 1. Initiate a Study Closure Report in ARROW

To initiate a Study Closure Report, go to the main study workspace and under “My Activities” on the left side click on “Submit Study Closure Report.”

Note: This activity will only be available to the Principal Investigator (PI).

The screenshot displays the ARROW web application interface. At the top, the ARROW logo and navigation tabs (My Home, IRB, IACUC, Biosafety, SCRO) are visible. The user is logged in as 'uwirb Study Team Member 1'. The main content area is titled 'Sample Protocol Application' and shows 'APPROVED' status. A sidebar on the left lists 'ACTIVITIES', with 'Submit Study Closure Report' highlighted by a yellow arrow. The main content area includes application details, milestones, a review flow diagram, and a history table.

**APPLICATION DETAILS**

ID: 2017-0059  
PI: uwirb pi1  
Board: ED/SBS IRB  
Staff Reviewer: uwirb irbd1  
Reviewer Contact: andrew.drinkwater@wisc.edu

**MILESTONES**

Date Submitted: 12/11/2017  
Initial Approval: 12/11/2017  
Expiration: 12/10/2018

**Review Flow Diagram:**

```
graph LR; A[Pre-Submission] --> B[IRB Staff Pre-Review]; B --> C[IRB Committee Review]; C --> D[Review Complete]; B --> E[Modifications Requested]; E --> B; C --> F[Modifications Requested]; F --> C;
```

**History Table:**

Activity	Author	Activity Date
Create Pdf Snapshot	irbd1, uwirb	12/11/2017 2:42 PM
Snapshot generation complete.		
2017-0059 Snapshot		
Study : Approved	irbd1, uwirb	12/11/2017 2:42 PM
View PDF Letter		
Expedited review decision recorded	irbd1, uwirb	12/11/2017 2:42 PM
Issues response submitted	pi1, uwirb	12/11/2017 2:37 PM
Sent issues to study team	irbd1, uwirb	12/11/2017 2:18 PM
3 IRB questions require study team response.		

## **2. Fill out the Study Closure Report and submit**

A pop-up window will appear with the following questions:

- Date of study closure
- Was the study closed prematurely?
- Have any unanticipated problems occurred since the last IRB review of this study?
- Please provide the total number of subjects enrolled at all sites under UW purview

Answer the questions in the pop-up and click OK at the bottom to submit the Report.

The Study Closure Report will then be reviewed by the IRB and either confirmed or denied.

- **If confirmed, the study will be closed with the IRB and the state will change to Closed in the study workspace.**
- **If denied, the study team will be notified and may need to respond to IRB issues before the IRB can close the study.**