	SOP: IRB Administrative Study Closure for Non-Communication from Investigators	
	Section III: IRB Protocols	
	Number	Date
	IRB III-017	9/13/2025

1. PURPOSE

- 1.1. This SOP outlines the process and timeline for the IRB to close studies when there is noncommunication from the investigator(s).
- 1.2. The process begins at the creation of a study.
- 1.3. The process concludes when the study has not been resubmitted within 90 days of the last study communication and no other communication has taken place.

2. REVISION FROM PREVIOUS VERSIONS

- 2.1. None

3. SOP STATEMENT

- 3.1. If studies have been entered in Cayuse electronic system but no activity or communication from the researcher(s) has occurred within 90 days, the study will be deleted from the Cayuse electronic system and no further IRB actions will be taken.

4. RESPONSIBILITIES

- 4.1. The Cayuse electronic system will send reminders automatically.
- 4.2. The research compliance staff assigned to the IRB will update the Cayuse electronic system when communication is ongoing but revisions are not submitted.

5. PROCEDURE

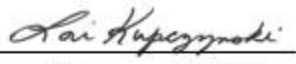
- 5.1. When a submitter has submitted information into the Cayuse electronic system but has not completed any requested revisions or communicated with the research compliance staff assigned to the IRB, the following will occur.
 - 5.1.1. If data has been entered into the system and has been sitting idle for a period of time without any communication from the researcher(s), an automated email will be sent to the submitter and Principal Investigator. The email will inform them that if the information is not completed and submitted, it will be deleted from the system, and they will need to resubmit a new submission. Reminders will be sent at the following timeframes:
 - 5.1.1.1. 30 days;
 - 5.1.1.2. 60 days;
 - 5.1.1.3. 80 days;
 - 5.1.1.4. 90 days.
 - 5.1.2. In the morning of the 91st day, research compliance staff assigned to the IRB will send a follow-up email directly to the PI requesting a response and notifying the respondent that

the study information will be deleted within 72 hours after the email receipt if no response is received.

5.1.3. If the study is deleted, then the submitter will need to submit a new application and begin the process again.

6. REFERENCES

6.1. None

Approved by: 
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