



Human Investigation Committee

Medical/Behavioral Closure Form

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ALL HIC SUBMISSION FORMS MUST BE TYPEWRITTEN

INVESTIGATORS ARE RESPONSIBLE FOR UTILIZING THE MOST CURRENT VERSIONS OF HIC FORMS.

Investigators please note: Submit this form only when the protocol is completely closed to subject follow-up and is no longer active. Forms will not be accepted unless they are typewritten in standard type.

Section A: Principal Investigator (PI)

- | | |
|--|---------------------------|
| 1. Name of PI: _____ | PI's Signature: _____ |
| 2. Mailing Address: _____ | Telephone: _____ |
| | Fax: _____ |
| | Pager: _____ |
| Department: _____ | E-mail: _____ |
| 3. Form Completed by _____
(Print Name) | Signature _____ |
| 4. Telephone _____ | Date form completed _____ |

Section B: Protocol Information

5. HIC Protocol Number _____
6. Project Title _____
7. Effective Date of Closure at WSU _____ Are other sites still open? Yes _____ No _____
8. Closure initiated by Sponsor _____ Investigator _____ Other _____
(specify)
9. Reason for Closure _____

10. Date that project was closed to subject enrollment _____
11. Date that follow-up of enrolled subjects was completed _____
12. How many subjects were accrued locally? _____
13. How many subjects have been accrued nationally _____ NA _____

HIC use only

Closure noted by _____ Date _____

Instructions for completing the Medical/Behavioral Closure Form

Forms will not be accepted unless they are typed in standard type and signed by the principal investigator.

1. Provide Principal Investigator's name and signature. The Principal Investigator **MUST SIGN** this form or it will be returned with no action.
2. Provide Principal Investigator's address, telephone, fax, pager number and e-mail address. Please use the address to which you want responses sent.
3. Print the name of the person who is completing this form and provide signature.
4. Provide the telephone number of the person who is completing this form and the date the form was completed.
5. Provide the HIC Protocol Number. Older protocols typically begin with the letter H followed by three sets of two numbers and an IRB committee designation [e.g. H 99-99-99(M01)FB]. The letter H has now been dropped from the HIC numbering system. Note that the letters FB, after the committee designation, means that the protocol was sent for full board review, an X means the protocol was given exempt status and an ER means the protocol was given an expedited review.
6. Enter project title as it appears on the last approved submission.
7. Provide the date that this protocol will close to follow-up and data collection. Check yes or no to indicate if sites other than WSU are still open.
8. Check the box which indicates who initiated the closure.
9. Give the reason for the closure. Be brief (e.g. completion of follow-up, not enough accrual, etc.)
10. Provide the date that the protocol was closed to subject accrual.
11. Provide the date that the follow-up of enrolled subjects was complete.
12. Enter the number of subjects enrolled locally.
13. Enter the number of subjects enrolled accrued nationally or check the line for not applicable.