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**STUDY CLOSURE CHECKLIST**

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| --- | --- |
| **TASKS** | **STATUS** |
| Outstanding queries resolved or designated closed |  |
| Study drugs / devices inventoried and returned to sponsor or destroyed |  |
| Other study materials returned or destroyed |  |
| Any equipment on loan returned |  |
| Case report forms reviewed for completeness. All CRFs sent to sponsor / data coordinating center, if applicable. |  |
| Regulatory files reviewed for completeness |  |
| For industry sponsored trials, study termination visit scheduled |  |
| Study account reviewed and all expenses reconciled |  |
| Plan for long term access to source documents  |  |
| Submit Study Closure report to the IRB via iRIS |  |
| Prepare study files for long term retention  |  |