Creating a Termination Report

The Termination Report in eRRM is used only for terminating an approved study or expanded access application upon completion of the research. Once the report is finalized, the application will be terminated and archived. Once archived, you cannot modify or use the application for research going forward.

Termination is available for Exempt studies. See the sections below for steps to terminate approved or exempt studies.

Create a New Termination Report (for Approved studies)

eResearch Home Workspace

1. Click the Approved tab to display approved studies.
2. Click the Name of the study to view the approved study workspace.

Study Workspace

3. Click Termination Report.
4. Enter or verify the **Termination Report Title**.

**Note:** To make tracking easier, include the HUM# of the original study if you enter your own title.

5. Click **Continue**.

6. Complete the required information on each page of the Termination Report.

7. Click **Submit Scheduled Continuing Review**.

**Notes:**
- If desired, run an **Error Check** and correct any errors before submitting the report.
- Click **Save** if you are not yet ready to submit.

8. Click **OK**.

Once the termination report is processed, use the **Archived** tab in the Home Workspace to view the application.
Create a New Termination (for Exempt studies)

eResearch Home Workspace

1. Click the Exempt and Not Regulated tab to display exempt studies.
2. Click the Name of the study to view the study workspace.

Study Workspace

3. Click Termination.

Termination Report

4. Click OK.

By submitting the Termination Report, the terminated application can no longer be used or modified.

After termination, use the Archived tab in the Home Workspace to view the application.