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.

**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**.

**Note:** If the application is Exempt, click the **Termination** button, then click OK to finish. Otherwise, go to step 4.
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.

End of 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 ready to submit yet.

Submit Scheduled Continuing Review Window

8. Click OK.

Once the termination report is processed, use the Archived tab in the Home Workspace to view the application.