Create and Submit a Repository Application Termination Report

A Termination Report is submitted only if all activity governed by the repository’s procedures will end permanently. A Termination Report can be initiated by repository personnel with edit rights listed on the approved application, **but it can only be submitted for review by the repository director**. After submission, the Termination Report is locked and no further changes can be made unless requested by a reviewer. Only one Termination Report or Continuing Review submission for a Repository Application can be in progress at a time.

This procedure contains two parts: **Creating a Repository Application Termination Report** and **Submitting a Repository Application Termination Report**

Creating a Repository Termination Report

**Home Workspace**

1. Click **Approved** to display approved applications.

2. Click the **Name** of the repository application to view the approved Application workspace.

**Repository Workspace**

3. Click **Termination Report**.

**Note:** Only one Termination Report per Repository Application can be in progress at a time.
Termination Report

4. Review the details of the Repository Application and scroll down.
5. Enter the reasons for termination.
6. Continue answering the remaining questions.

Note: Depending on the answer selected, additional questions may display.
7. Click Finish.

Notes:

- The system validates that all required fields are complete. Any errors must be addressed before the Termination Report can be submitted.
- The repository application will have a CR ID number appended to it, where the CR number will increase sequentially for each CR submitted.
- The repository application is in the state of SCR Pre Submission

Termination Report Workspace

8. To notify the Repository Director that the Termination Report is completed, click Move to Ready to Submit Inbox.

Note: To open a Termination Report that is in-progress, click Edit Application from the termination report workspace.
Submitting a Repository Application Termination Report

Only the Repository Director can submit an application's Termination Report.

Home Workspace

1. On the My Inbox tab, under Require Action by Study Team, click on the Name of the Termination Report. It should be in the state of SCR Pre Submission.

Termination Report Workspace

2. Click Edit Application to open and review the Termination Report.

Termination Report

3. Review and Save any changes, if needed. Click Exit to return to the termination report workspace.
Termination Report Workspace

4. Click Submit.

**Note:** The system validates that all required fields are complete. Any errors must be addressed before the Termination can be submitted.

Submit Window

5. Click OK.

**Notes:**

- The state of the repository application changes to IRB Review, and you are returned to the termination report workspace.
- **Note:** SCR in Progress will display on the Repository Application’s workspace.