

## QUICK GUIDE FOR THE R2R PROCESS FOR CLOSEOUT SUBMISSIONS IN RUTH



### How to Create an R2R Closeout Submission in RUTH

- Click on the active study from the External IRB Tab
- Click UPDATE STUDY DETAILS
- Enter “Closeout Submission” in the summary of the updates. Click Continue.
- The full Smart Form opens up for modification.
  - Upload the Closeout Letter from the External IRB under the Documents page – “Other Attachments”.
- Click **FINISH**.
- When the Submission is ready for PPHS review.
  - Click **ADD COMMENT**.
  - Write **Closeout Submission is ready for PPHS review**. Send comment to IRB Coordinator. This will notify the IRB that the submission is ready to be reviewed for study closure.

### WHEN PPHS CLOSEOUT REVIEW IS COMPLETE

- An “Acknowledgement of External IRB Study Closure” letter will be sent upon completion of the Closeout Submission.