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 is 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.