



1. Purpose

The purpose of this operating procedure is to outline the process the methods centre should follow to closeout research sites.

2. Responsibilities

Methods Centre (MC): The MC is responsible for defining study specific closeout milestones and procedures. The MC is responsible for facilitating all study sites' completion of required study closeout procedures.

Research Sites: All research sites are responsible for completing required study closeout procedures and submitting required documentation.

3. Procedures

- 3.1 A study may be closed at all participating research sites at the same time or at individual research sites at different times.
- 3.2 The Methods Centre (MC) will contact the research site to schedule a study closeout visit.
- 3.3 Whenever possible, the study closeout visit should be performed in person at the research site. When it is not possible to perform the study closeout visit in person, the study closeout meeting may be performed via teleconference and by written communications.
- 3.4 The study closeout visits should be performed by the MC, most likely the Project Leader.
- 3.5 The main items to be addressed during the study closure visit include, but are not limited to:
 - 3.5.1 Case report forms (electronic or paper based)
 - 3.5.2 Investigational product accountability and return/destruction
 - 3.5.3 Laboratory specimen storage/destruction
 - 3.5.4 Site study files and regulatory documentation
 - 3.5.5 Site study closure report
 - 3.5.6 Administrative Items
 - 3.5.7 Record Retention
- 3.6 All study closeout activities will be documented by the MC in a Site Closeout Report (see Appendix 4.1).

Case Report Forms

- 3.7 If the case report forms (CRFs) have not been reviewed, source verified and corrected as outlined in study specific procedures, this must be done prior to study closeout.
- 3.8 The research site should be instructed by the MC to ensure all CRFs, corrections and queries are complete and ready for storage in advance of the study closeout visit.



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Investigational Product Accountability and Return/Destruction

- 3.9 Investigational product accountability should be completed prior to or at the time of the study closeout visit.
- 3.10 If there is still investigational product inventory at the research site, the MC (or delegate site pharmacy representative) should complete a final inventory. The remaining investigational product should be returned/destroyed as per the instructions provided by the MC.
- 3.11 Investigational product accountability and return/destruction records should be filed in the site regulatory files, with a copy provided to the MC.

Site Study Files and Regulatory Documentation

- 3.12 The MC will verify all research site study files and regulatory documentation are appropriately filed.
- 3.13 All documentation must be present including study approvals, Research Ethics Committee communications, and informed consent forms. All effective versions of these documents should be verified.
- 3.14 A fully signed and dated informed consent form must be present for each study participant.
- 3.15 There should also be documentation for all protocol violations or deviations.
- 3.16 There should be documentation for all adverse events and serious adverse events
- 3.17 The MC should help sites obtain missing documents to complete the site study files and regulatory documentation.
- 3.18 The MC will document the verification of the site study files and regulatory documentation on the Research Site Closeout Document Checklist (see Appendix 4.2).

Site Study Closure Report

- 3.19 The research site is required to provide the MC with a final study report. This report should include the following, though the MC may decide to add or omit content requirements:
 - 3.19.1 Number of enrolled participants
 - 3.19.2 Number of completed patients
 - 3.19.3 Number of lost to follow-up, including reasons
 - 3.19.4 Number of Adverse Events and Serious Adverse Events
 - 3.19.5 Information regarding the site's final report to the local Research Ethics Committee (REB) (i.e. date submitted, or expected date to be submitted).
- 3.20 The site qualified investigator is responsible for notifying the local institution that the study is complete. This includes notification to the local REB.

Administrative Items

- 3.21 Any outstanding business or issues should be resolved before the study closeout is complete. This includes, but is not limited to:
 - 3.21.1 Outstanding study payments
 - 3.21.2 Disposition of unused study materials (i.e. CRFs, lab supplies, etc...)



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3.21.3 If applicable, removing access to electronic data capture systems (i.e. eCRF)

3.22 Resolution of outstanding issues should be documented.

Record Retention

3.23 The MC should discuss record retention with the research site at the time of the study closeout visit.

3.24 All study files and regulatory documentation must be stored and maintained in accordance with local regulatory requirements. Health Canada regulations stipulate that records must be retained for 25 years.

4. Appendix

4.1 Site Closeout Report

4.2 Research Site Closeout Document Checklist

5. References

5.1 SOP 501: Study Closeout

5.2 SOP 502: Premature Termination or Suspension of the Study



Research Site Closeout Report

Study Title:	
Principal Investigator:	
Research Site:	
Qualified Investigator:	
Date Site Closeout Performed:	
Site Closeout Visit Performed By:	

Key Research Site Personnel Involved with the Study

Name	Title	Available During Discussions (Y/N)
	Qualified Investigator	
	Research Coordinator	
	Pharmacist	
	Etc...	

Activity	Y	N	N/A	Comments
Case Report Forms (electronic or paper based)				
Ensure there is a completed CRF for each participant enrolled in the study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verify that all CRF data has been entered into the electronic system by the research site OR forms submitted to the Methods Centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verify that all CRF queries/corrections are resolved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verify all source documentation is filed as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site Study Files and Regulatory Documentation				
Verify that a signed and dated ICF is on file for each study participant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm the REB has been informed of study closure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All study files and regulatory documentation are up to date and on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Complete the Research Site Study Document Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attached
Verify the qualified investigator has plans to complete the site closeout report and forward to the methods centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Investigational Product Accountability and Return/Destruction				
Ensure that all required investigational product accountability is complete and documentation is filed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Verify that unused investigational product is returned/destroyed as per methods centre instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verify investigational product return/destruction documentation is filed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If blinded investigational product was used, confirm that blinding code was not broken. If it was broken, ensure the presence of documentation regarding rationale for breaking the code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Laboratory Specimens				
Ensure all participant samples have been shipped according to study procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determine disposition of samples, including plans for future shipments, on-site storage and destruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administrative Items				
Ensure all site payments are disbursed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure all study materials are returned/destroyed as per methods center instructions (i.e. CRFs, lab kits, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure access to electronic data capture systems (eCRFs) has been removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Record Retention				
Provide instructions and confirm the research site has a plan for record retention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure record retention storage documentation is filed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Summary

Post study-critique including:

- *Site recruitment activities (numbers, time frame from enrolment to completion)*
- *SAEs*
- *Protocol violations, deviations*
- *Issues, resolution and lessons learned*

Was the overall experience with the site favourable?

Should this site be considered for future studies?

Written by:

Name

Date



Research Site Closeout Document Checklist

Study Title:	
Principal Investigator:	
Research Site:	
Qualified Investigator:	

Document	Located in:			Comments
	MC	Site	N/A	
Study Protocol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protocol Amendment(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Investigator's Brochure / Product Monograph	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health Canada – Letter(s) of no objection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clinical Trials Site Information Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Qualified Investigator Undertaking Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REB Attestation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REB Approval(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REB Membership List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REB Annual Approval(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REB Approved ICF(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Disclosure Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inter-Institutional Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CVs for Qualified Investigators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical Licenses for Qualified Investigators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signature and Delegation List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site Laboratory Reference Ranges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site Laboratory Accreditation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Central Laboratory Reference Ranges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Central Laboratory Accreditation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Participant Screening/Enrolment Logs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Participant Identification Code List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Investigational Product Shipping Records				
Investigational Product Accountability Logs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Investigational Product Return/Destruction Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Return of Treatment Allocation and Decoding Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final Report by Research Site to REB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Participant CRFs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Participant Originally Signed & Dated ICFs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SAE Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The presence of all regulatory and study documentation has been confirmed by:

Name

Date