

Exempt Evaluations – Close Study

1. Navigate to the Exempt Evaluations tab within COUHES Connect:
<https://couhes-connect.mit.edu/connect>
2. Select My Studies within Exempt Evaluations tab and then locate the study you want to close.
3. Click View to open up the specified Exempt Evaluation and scroll to the bottom.
4. Select Close Study and include an optional comment of the reason for the closure.
5. Select Close Study to complete the action. My Studies will now reflect the closed study.

The screenshot displays the COUHES Connect interface for Exempt Evaluations. The top navigation bar includes tabs for All Protocols, New Submissions, My Review, All Reviews, En-Route Protocols, Exempt Evaluations (highlighted with a red circle 1), and Restart Research Requests. Below the navigation, there are filters for Pending, My Studies (highlighted with a red circle 2), En-Route, and Submitted. A list of Exempt forms is shown, with one entry for 'E-5504 - Extending Completion Date' by PI Keohane, Michael J, with a status of Submitted and end date of 12/21/2023. A red circle 3 highlights the 'View' button. Below the list, the details for Exempt Id: E- 5504 are shown, including Title, Department, Start Date, End Date, and Summary. A red circle 4 highlights the 'Close Study' button in the action menu. A red circle 5 highlights the confirmation dialog that appears when clicking 'Close Study'. The dialog contains the text: 'This action will Close your Exempt Study.' and 'COUHES does not review exempt closure actions. If you have specific comments or questions for COUHES, please contact couhes@mit.edu before taking this action.' There is a text input field for 'Closure Comments' and a character count of 4000. At the bottom of the dialog are 'Cancel' and 'Close Study' buttons.

To Re-Open a closed Exempt Evaluation, please contact COUHES and provide justification: COUHES@mit.edu.

 Office of the Vice President
for Research

Committee on the Use of
Humans as Experimental Subjects