

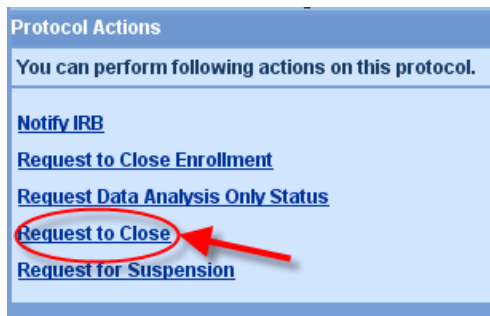
Closing a Protocol

Use this submission type to request to close a protocol once research and (if applicable) data analysis for the research have been completed. The protocol must be in Active status (Open to Enrollment, Closed to Enrollment, or Data Analysis) for this option to exist.

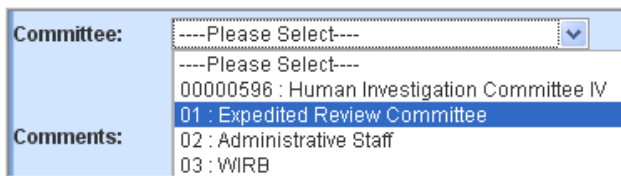
1. Click the **Submit to IRB** link:



2. Click the **Request to Close** link:



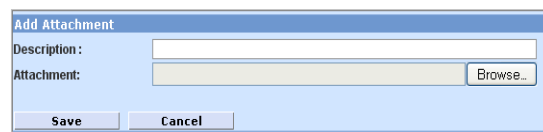
3. From the **Committee** dropdown menu, select **01: Expedited Review Committee**:



4. In the **Comments** field, add any applicable comments concerning the

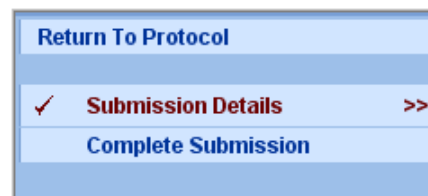
details of the closure and the rationale behind it.

5. In the **Add Attachment** field, enter a description of any applicable attachments provided with the submission, including the requisite Form 5C. Next, browse and select the documents to be attached and click **Save**:

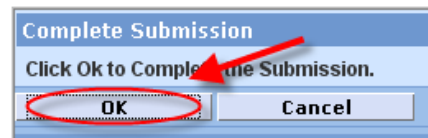


6. Click **Save Submission Details** at the bottom of the screen.

7. Click **Complete Submission** from the left-hand navigational tab:



8. Click **OK** to complete the submission:



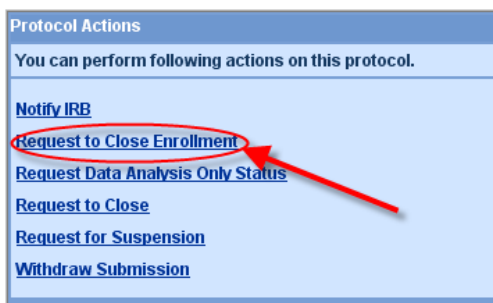
Closing Enrollment in a Protocol

Use this submission type to request to close the enrollment for a protocol when it is determined that the acquisition of subjects will need to be discontinued.

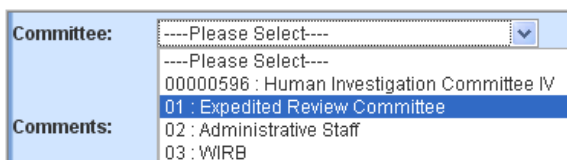
1. Click the **Submit to IRB** link:



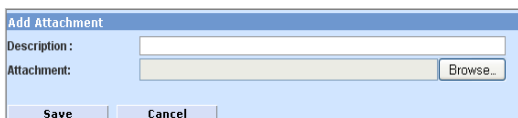
2. Click the **Request to Close Enrollment** link:



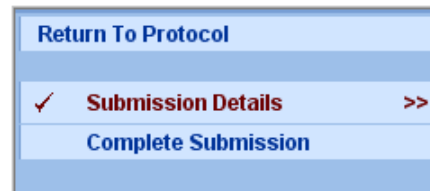
3. From the **Committee** dropdown menu, select **01: Expedited Review Committee**:



4. In the **Comments** field, add any applicable comments concerning the details of the enrollment closure.
5. In the **Add Attachment** field, enter a description of any applicable attachments provided with the submission. Next, browse and select the documents to be attached and click **Save**:



6. Click **Save Submission Details** at the bottom of the screen.
7. Click **Complete Submission** from the left-hand navigational tab:



8. Click **OK** to complete the submission:

