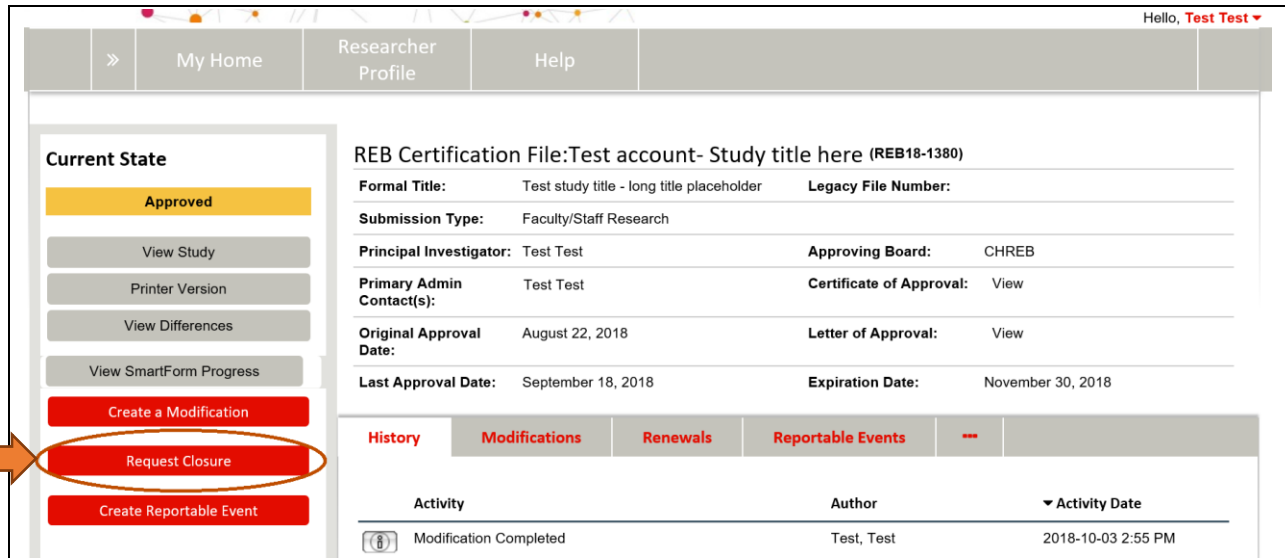


CLOSE YOUR STUDY

When your study is ready to be closed:

1. Log in to IRISS: <http://www.ucalgary.ca/iriss/>
2. You will find the study under your **REB** tab. Click on the name of the approved study to open the Study Workspace.
3. Click on the **Request a Closure** activity button found on the left hand side of the page.



Current State

Approved

View Study

Printer Version

View Differences

View SmartForm Progress

Create a Modification

Request Closure

Create Reportable Event

REB Certification File: Test account- Study title here (REB18-1380)

Formal Title: Test study title - long title placeholder Legacy File Number:

Submission Type: Faculty/Staff Research

Principal Investigator: Test Test Approving Board: CHREB

Primary Admin Contact(s): Test Test Certificate of Approval: View

Original Approval Date: August 22, 2018 Letter of Approval: View

Last Approval Date: September 18, 2018 Expiration Date: November 30, 2018

History Modifications Renewals Reportable Events ***

Activity	Author	Activity Date
Modification Completed	Test, Test	2018-10-03 2:55 PM

4. This will open the Closure Request form. Click **Continue** to move to the next page.
5. Moving to the next page will create the Closure Study Number and bring you to the first page of questions.

Closure Questions

1.0 * Indicate the reason for closing the study:

Complete

Withdrawn

Terminated

[Clear](#)

1.1 If Terminated, indicate the reason(s) for terminating the study:

2.0 * Date of Study Completion/Termination:

3.0 * Number of participants recruited for this study:

3.1 If this was a study using banked specimens, how many specimens were accessed?

3.2 If this was a database study, how many unique patient records were accessed?

6. Complete the questions on the following pages using the **Continue** button or **Jump To** menu to move through the form.
7. Once you have completed all the questions, click **Save & Close** on the final page to return to the Study Workspace.

SUBMIT THE CLOSURE FOR REVIEW

Depending on your role on the study:

1. If you are a member of the study team; you can **Create, Edit** and **View** the closure but not submit.
2. If you are the Principal Investigator; you can **Create, Edit, View** and **Submit** the closure. Click on **Submit Closure** under **My Activities** on the left side of the page.
3. The system will conduct an 'error check' to identify if any required questions were missed.

Important! If any errors are shown, navigate to the indicated questions and fill in the required information. When all the required items are complete, the PI must click **Submit Closure**.

4. Click **OK** to agree and validate your submission.
5. The submission will transition to the next state for review.
6. You will receive an email indicating the submission was successful.