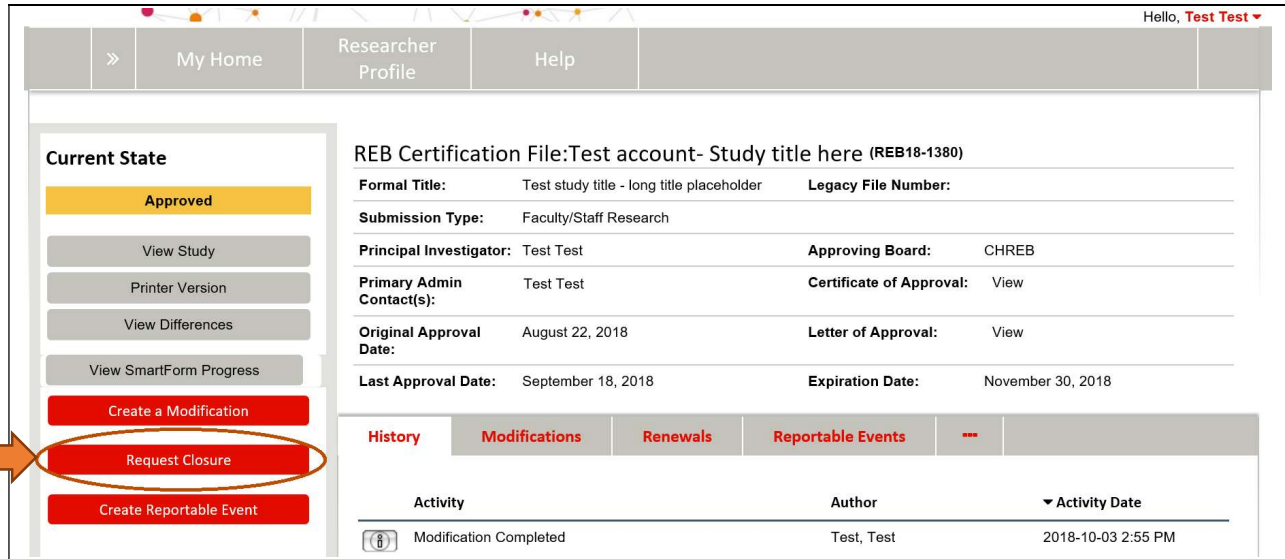


## CLOSE YOUR STUDY

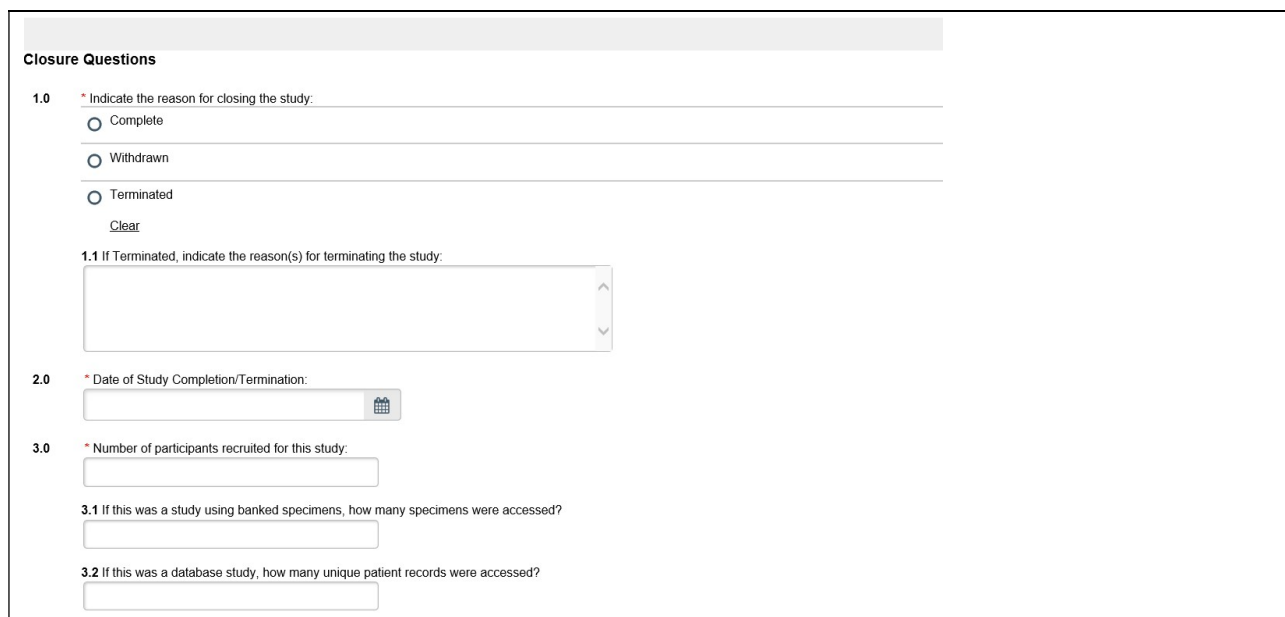
When your study is ready to be closed:

1. Log in to IRISS: <https://research.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.



The screenshot shows the IRIS Study Workspace interface. At the top, there is a navigation bar with 'My Home', 'Researcher Profile', and 'Help'. The main content area is titled 'REB Certification File: Test account- Study title here (REB18-1380)'. On the left, under 'Current State', the 'Approved' status is shown in a yellow box. Below this are several buttons: 'View Study', 'Printer Version', 'View Differences', 'View SmartForm Progress', 'Create a Modification', 'Request Closure' (highlighted with a red circle and an arrow), and 'Create Reportable Event'. The right side of the page displays study details in a table format, including 'Formal Title', 'Submission Type', 'Principal Investigator', 'Approving Board', 'Primary Admin Contact(s)', 'Original Approval Date', 'Last Approval Date', 'Expiration Date', 'Certificate of Approval', and 'Letter of Approval'. At the bottom, there is a 'History' section with tabs for 'History', 'Modifications', 'Renewals', and 'Reportable Events'. A table below shows a 'Modification Completed' activity by 'Test, Test' on '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.



The screenshot shows the 'Closure Questions' form. It contains the following questions and input fields:

- 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  - Withdrawn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 the left hand navigation pane 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.