

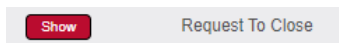


Streamlyne IRB Tip Sheet

Submitting a Closure Request

Navigation Main Menu > IRB > IRB Lookups > All My Protocols

1. Locate the protocol you would like to close by using the navigation above.
2. Click the edit hyperlink on the corresponding row.
3. Navigate to Protocol Actions > Request an Action > Available Actions.
4. Click the Show button next to Request to Close.



Request To Close

Hide

Details

Reason :

Attachments

Add: Attachment Description Actions

Choose File No file chosen

submit

add

5. In the **Reason** field, enter freeform text to describe the reason you would like to close the protocol.
6. In the Attachments subsection, upload the **Closure Form** and any other applicable attachments (e.g. Protocol Deviation Report, Abstracts or publications) by clicking the Browse button and following your operating system's prompts.
7. In the **Description** field enter a description of the attachment if needed.
8. Click the add button. **NOTE: Be sure to click Add before Submit!**
9. Click the Submit button to finalize the Request to Close action.

Note Once the IRB Administrator has received the Request to Close and the request has been approved, the user should receive a response indicating that your protocol has officially been closed. The format of the response and any accompanying correspondence will be based on your institution's workflow configuration. It may display as an FYI in your Action List. You can always access this information in Protocol Actions>Summary & History. The IRB may request further information before this action takes place.