

3. Search for the desired study row. On that row you will see several options under the **ACTIONS** column—select the **FORMS** icon.

Click to open	Study Status	Review Board	IRB Number	IRB Expiration	Study Title	Principal Investigator	ACTIONS						
					Abbreviated Study Title								
	Draft				asfdad	Alina, Sandee							
	Draft				Testing the Scientific Review Committee	Teled, Rachel							
	Draft				Copy of asfdad	Alina, Sandee							
	Pending - Submitted for Re-Review	IRB	IRB2020-319		TEST - Don't Play in Cool Waters: Mothers' Knowledge, Attitudes, and Prac...	Warren, Kristi							

4. When you click the **FORMS** icon you will now see a menu of forms pertaining to the study. Choose **IRB CLOSURE FORM** and click on **START A NEW SUBMISSION**.

Submission Form List			
Initial	Version List	Start a new Submission	Edit Incomplete Submissions
Initial Review Submission Packet			
IRB Closure Form			
IRB Modification Request			
IRB Continuing Review Submission Form			
IRB Submission Forms			

5. The closure form will open. Section 1.2-1.3 will draw in information from the original application. Respond to the status of the study in Section 1.4. Save and go to the next section.

6. Answer the questions in Sections 2 through 5 until you advance to the second to the last page. If you are ready to submit the form, click **SIGNOFF AND SUBMIT**.

7. You will be taken to a confirmation page. This is a check for the system to make sure you want to close the study. Click **APPROVE** and **SAVE SIGNOFF**.

8. You will then see the **WORKFLOW-SUBMISSION TRACKING** page. This page confirms that the IRB received your submission and lists the date and time you submitted the action.

My Workspaces ▾ Abbreviated Study Title: Scientific Review PI: Yeh, Rachel Study Assistant **Workflow - Submission Tracking**

Status	View Details	Date Received / Date Completed	Event Description
		01/21/2021 04:37:24 PM PST	IRB received the submission
		01/21/2021 04:34:46 PM PST 01/21/2021 04:37:24 PM PST	Sandee Ann as Submitter review and apply signoff



Status	View Details	Date Received / Date Completed	Event Description
		01/21/2021 04:37:24 PM PST	IRB received the submission Study Title: Testing the Scientific Review Committee Principal Investigator: Yeh, Rachel Submission Type: IRB Closure Form Reference Number: 000906 Abbreviated Study Title: Scientific Review