

OVERVIEW

When you have collected and analyzed all the data, you are ready to close the study. You must complete the **IRB Closure form** before the study can be closed

1. Login to your iRIS account. Click on **STUDY WORKSPACE**.

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2. SCROLL DOWN TO THE BOTTOM OF THE HOME PAGE to IRB STUDIES. Click on the ALL tab.

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

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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**.

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IRB Continuing Review Submission Form		Ð	
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.

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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**.

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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**.

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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.

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Status	View Details	Data Received / Date Completed		Event Description
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