FINDING THE STUDY YOU WANT TO CLOSE

When your study is ready to be closed:

1. Log in to IRISS: https://iriss.ucalgary.ca/IRISSPROD/login/
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.
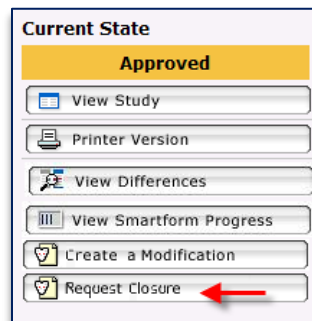
4. This will open the Closure Request form. Click Continue to move to the next page.
5. Moving to the next page will create the Closure Study Number and bring you to the first page of questions.

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.

SUBMITTING RENEWAL 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.

ACCESS BREAKDOWN	FEATURES	
	Start Closure	**Submit Closure**
Principal Investigator	✔	✔
Co-Investigator	✔	X
Co-Investigator (Student)	✔	X
Primary Admin Contact*	✔	X

*Research Assistant (anyone added in Question 6 on page 2 of the application)