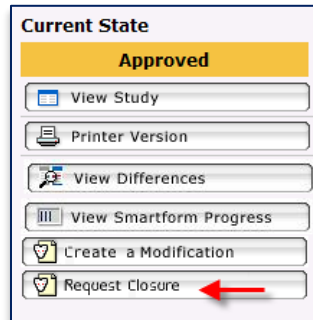


FIND THE STUDY YOU WANT TO CLOSE

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.

The image shows a 'Closure Questions' form. It includes several sections:

- 1.0** * Indicate the reason for closing the study: with radio buttons for Complete, Withdrawn, and Terminated, and a Clear button.
- 1.1** If Terminated, indicate the reason(s) for terminating the study: with a text area.
- 2.0** * Date of Study Completion/Termination: with a date picker.
- 3.0** Number of participants recruited for this study: with a text input field.
- 3.1** If this was a study using banked specimens, how many specimens were accessed? with a text input field.
- 3.2** If this was a database study, how many unique patient records were accessed? with a text input field.

 At the bottom, there is a navigation bar with '<< Back', 'Save | Exit | Hide/Show Errors | Print... | Jump To: Closure - Closure Questions', and 'Continue >>' buttons.

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.

SUBMIT THE CLOSURE

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.

QUESTIONS?

General Inquiries: info@hreba.ca

Technical "how to" Inquiries: iriss.support@ucalgary.ca