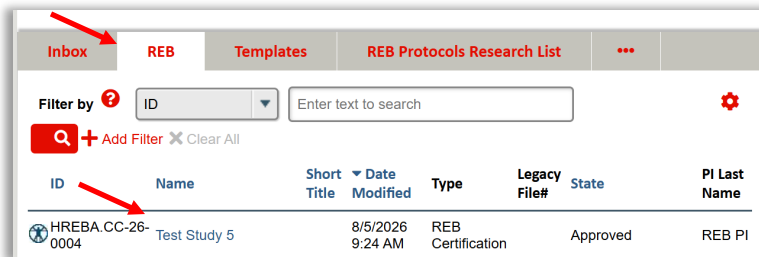


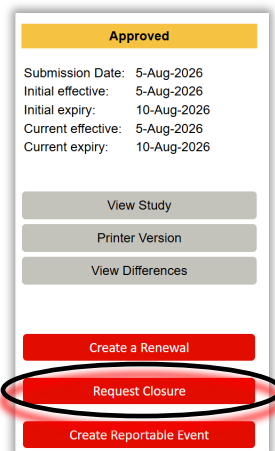
CLOSE YOUR STUDY

When your study is ready to be closed:

1. Log in to IRISS:
2. You will find the study under your **REB** tab. Click on the name of the approved study to open the Study Workspace.



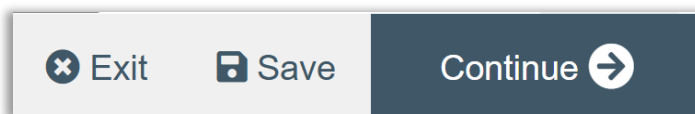
3. Click on the **Request a Closure** activity button found on the left-hand side of the page.



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 screenshot shows the 'Closure Questions' form. It includes a section for indicating the reason for closing the study (Complete, Withdrawn, Terminated) and a section for providing details about the study completion or termination, including dates and participant numbers.

- Complete the questions on the following pages using the **Continue** button to move through the form. If you wish to close the form and then return to finish it later, click on **Save** and then **Exit**. It will remain in your inbox until you complete and submit the Closure.



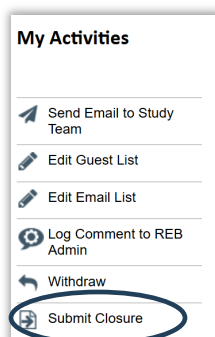
- Once you have completed all the questions, click **Finish** on the final page to return to the **Study Workspace**.



SUBMIT THE CLOSURE FOR REVIEW

The Principal Investigator **and** members listed on the study team can **Create**, **Edit**, **View** and **Submit** the closure.

- Click on **Submit Closure** under **My Activities** on the left-side of the page.



- 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 or the study team member must click **Submit Closure**.

- Click **OK** to agree and validate your submission.



4. You can confirm that your **Closure** was successfully submitted by looking under the History tab.

History	Attachments	Change Log	Reviewer Notes
Activity	Author	▼ Activity Date	
 Closure Submitted	REB PI, DEMO	8/13/2026 11:09 AM	

5. If it does not show as Closure Submitted, then the submission did not go through, and you should review the steps above to ensure you completed them all. Click on **View Request** to go back into the **Closure** form.
6. If the submission was successful, the submission will transition to the next state for review.

Current State

Under Ethics Resource
Officer Review: Closure
Requested

6. You will receive an email indicating the submission was successful.