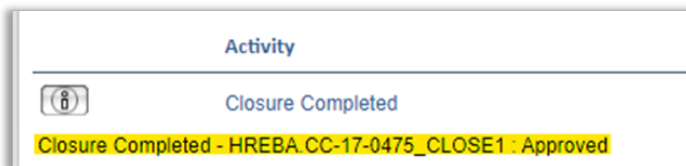


PRINT / SAVE Closure Notification

Any member of the study team can print/save the closure notification for a study:

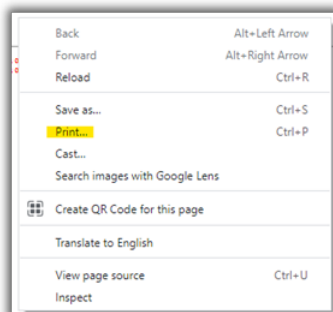
1. Log in to IRISS
2. Click on name of study under your **REB tab** to open the Study Workspace
3. Under the **History Tab**, click on the **Closure Completed – HREBA.CC-XX-XXXX_CLOSE1 : Approved** Link to bring you to the **Closure Workspace**



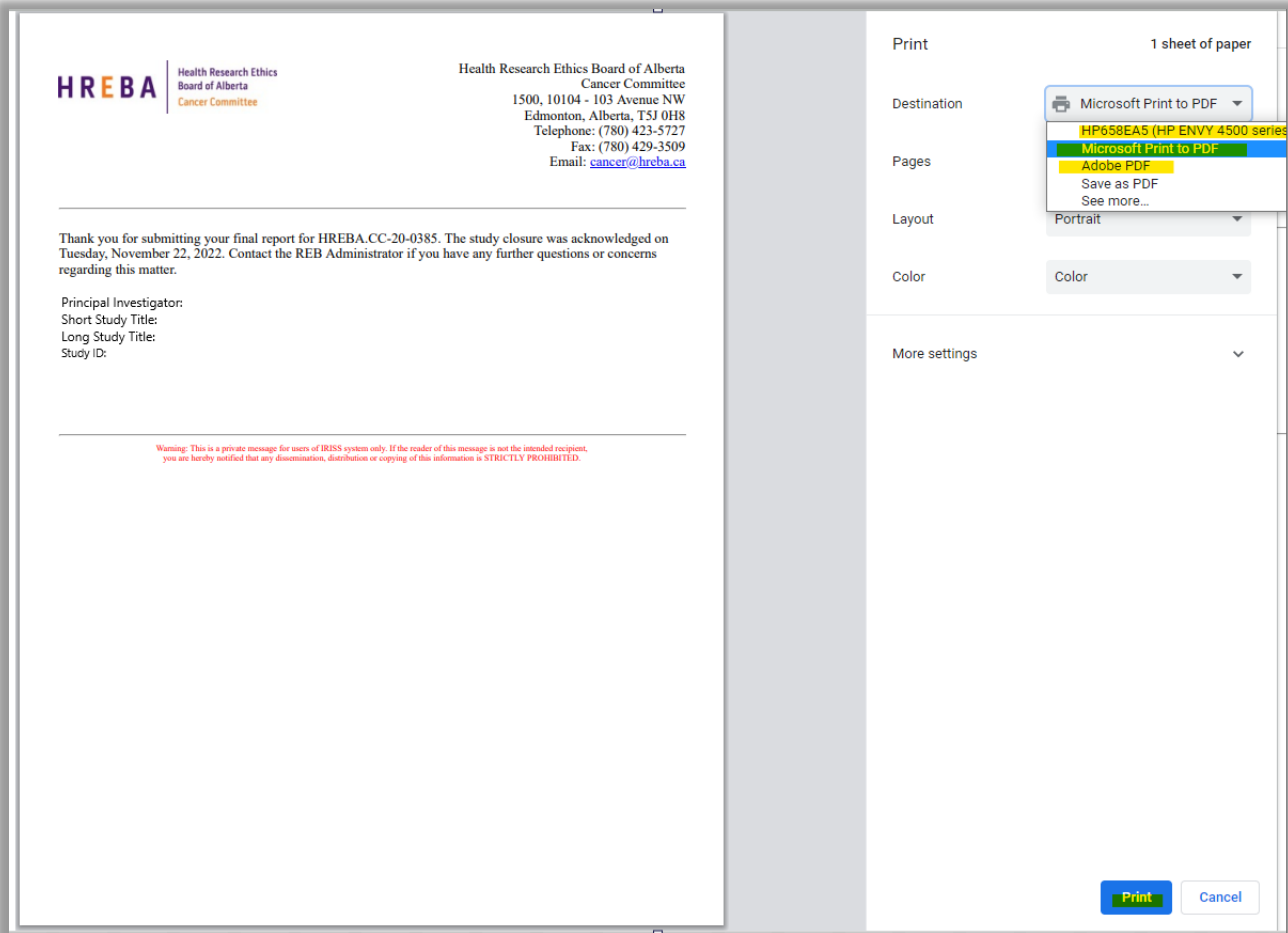
4. **OR**, if you receive an **email notification** from IRISS, you can **click on the Study link** in the notification to bring you directly to the **Closure Workspace**.
5. To ensure you are on the correct workspace, it should show **Closure: Closure 1 for REB Certification #HREBA.CC-XX-XXXX (HREBA.CC-XX-XXXX)** at the top of the Workspace page. To open the Closure Notification, click on the link to the right of **Closure Notification: “HREBA.CC-XX-XXXX CLOSE1_CloseStudy.html”** (see screenshot below)

Closure: Closure 1 for REB Certification #HREBA.CC-XX-XXXX (HREBA.CC-XX-XXXX)		
Formal Title:		
Legacy File ID:		Application Type: Faculty/Staff Research
Approving Board: HREBA-CC		REB Admin: Dawn MacMillan
Principal Investigator:		Clinical Trial: Yes
Funding Status: Funded		Funding Sources:
Renewals Approved: 3		Reportable Events Approved: 5
Modifications Approved: 9		Date Submitted: 5-Aug-2022
Date Processed: 9-Aug-2022		Closure Notification: HREBA.CC-XX-XXXX_CLOSE1_CloseStudy.html

6. Once the certificate is open, right click and select the **Print** option from the menu.



7. When the print box opens, choose the appropriate print option. If you want to print it to a pdf, choose **Adobe PDF**, or if you do not have Adobe Acrobat software, choose **Microsoft Print to PDF**. If you want to print it directly to your printer, click on the **printer's name**. If the printer's name does not show in your list of options, click on **See more...** and choose the appropriate printer name – then click on **print** at the bottom of the box.



8. When you click on Print, if you chose **Adobe PDF** or **Microsoft Print to PDF** the **Save Print Output As** box will open and you can name and save the PDF to the appropriate location on your system.
9. If you chose **See more** and selected a printer, it will send the document directly to the printer.