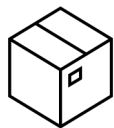


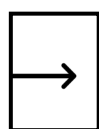


How to Create and Submit a Close Request

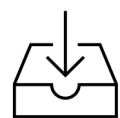
QUICK STEPS



- Applications can be closed once recruitment, data collection or other interactions with participants have concluded. It is recommended to keep applications open for analysis and writing, in case an amendment or additional data collection is needed, particularly for graduate students.
- From the Manage Protocols window, select the application that needs to be closed.
- Click on the **Title** to open the application.



- Click the **Request Close** button on the upper right-hand corner of the screen and the **Closure Coversheet** will appear.
- The coversheet will ask for the type of application you are submitting a request for:
[Research Study](#) or [Course Ethics Application](#)
- Choose the type and complete the **Closure Coversheet**.



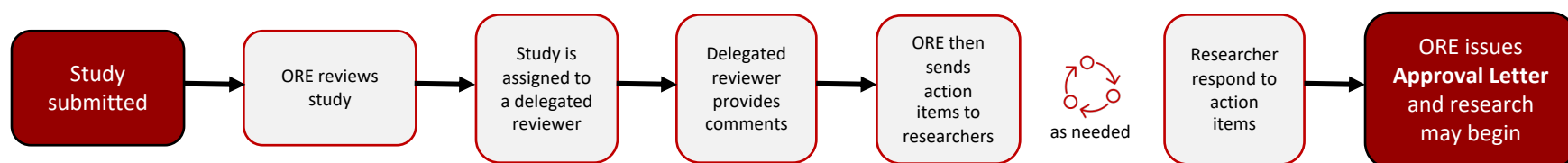
- On completing the coversheet, click the **Submit** button on the right-hand side of the screen. If any errors occur on submitting due to in completed fields, navigate through the sections and complete. Press the **Submit** button again.
- For Graduate Student and other team members, click **Notify PI to Submit**. This action sends an email to the PI to review the close request and submit.
- Submitted close requests will trigger an email notification and the application will go into **Read Only Mode**.



- Scroll to the top and confirm status on the Status bar.
- The Status Bar will indicate:
Submission Type= [Close Request](#)
Status = [Submitted for Review](#)
- Your Close Request has been submitted - Press the **←Back** button within the application to return to the home page.
- Once the Close Request is reviewed and approved the application will be closed in the system. The study cannot be amended or reactivated at this point.

APPROVAL PROCESS

For a typical minimal risk study...



Check out our other quick guides



New Application



Amendments



Change of PI



Annual Renewal



Close Request



Unanticipated Problem