

## Guide to the Submission of a Study Closure

1. Log in to iRIS.
2. From the main dashboard, access “**Featured Study Operations.**” At this point, there are two options, click on “**Start a Submission Form**” or “**View My Studies.**” Both will take you to the list of studies.
3. Find the study that you want to create the form for.
4. On the right hand side, under Actions, select “**Forms**” and select the “**Study Closure Form.**” Follow the steps indicated below starting with #7.
5. You may also access the form using the previous format by clicking on the “**Open**” button.
6. In the “IRB Submission Forms” column, click on “**Study Closure Form.**”
7. Click the icon under the “**Start a new Submission**” column to add a new form.
8. Indicate the date submitted, date of closure and appropriate type of study closure, then click “**Save and Continue to the Next Section.**”
9. Please make sure that all data has been de-identified prior to closure.
10. In section 2.0, complete the fields and click “**Save and Continue to the Next Section.**”
11. In section 3.0, if the study is sponsored a few additional questions will populate.
12. If there is a document to be attached, e.g., manuscript, article, etc., click “**Select or Revise Existing**” or “**Add New Document.**” If not applicable, skip to step 11.
  - i. For new documents:
    - Click “**Add New Document.**”
    - Select the document category from the drop down menu.
    - Select “I want to add new Document that has not been uploaded for this Study.”
    - Click “Proceed with Document Upload.”
    - Click the outlined box, select the file and click “**Open**”
    - Enter the version number, version date, choose the category, and enter any description or comments you may have in the appropriate fields.
    - Click on “**Save Document**”
    - Repeat steps above for any other additional documents that need uploading.
  - ii. For documents previously uploaded:
    - Click: “**Select or Revise Existing**” and click on the green circle next to the document under. **Do not click “Edit”.** Close out that dialog box.
13. Select “Click here to access the text editor.”
14. Enter a summary of your findings into the text editor and click “**Apply**” when finished.
15. Click “**Save and Continue to the Next Section.**”
16. Click “**Sign Off and Submit.**”
17. Select “**Approve**” and enter your credentials.
18. Click “**Save Sign-Off.**”