

Submitting a Closure Report

1. Log into IRBManager. The Dashboard will appear.
2. Click on the active study link for the application you want to close.

The screenshot displays the IRBManager dashboard. On the left is the University of La Verne logo and navigation links. The main content area is divided into several sections: 'My IRBManager' with summary statistics, 'xForms (22 Active)', 'Events (25 Open)', and a table of 'My Studies (14 Active)'. A blue arrow points to the first row of the study table.

Study	Site	PI	Study Title	Expires	Status
2016-10-University of La Verne IRB-CAS	College of Arts and Sciences	Chrisco, Kanya Godde Ph.D.	stuff		New From PI
2016-20-University of La Verne IRB-CAS	College of Arts and Sciences	Dunn, Sarah L. Ph.D.	;adlff		New From PI
2016-42-University of La Verne IRB-CAS	College of Arts and Sciences	Chrisco, Kanya Godde Ph.D.	;lkjg;lgfjk		New From PI
2016-44-University of La Verne IRB-CAS	College of Arts and Sciences	tester, second	;lkjg;lgfjk		New From PI
2016-45-University of La Verne IRB-CAS	College of Arts and Sciences	tester, second	;lkjg;lgfjk		New From PI
2016-46-University of La Verne IRB-CAS	College of Arts and Sciences	tester, second	;lkjg;lgfjk		New From PI

- Verify the information about the study is the correct one you want to close and click **Start xForm**.

The screenshot shows the IRBManager interface for a study titled "2016-10-University of La Verne IRB-CAS (IRB)". The interface includes a navigation menu on the left with options like "Send EMail", "Start xForm", and "xForms (0)". The main content area displays study details such as "Committee: University of La Verne IRB", "Category: Anthropology", and "Sponsor(s): *Not Sponsored (Primary)". A blue arrow points to the "Start xForm" option in the "Actions" menu.

- Select ULV IRB Study Closure Form.

The screenshot shows the "Select xForm to start" interface. It features a table with columns for "Action", "Form (Click to start)", and "Description". The "ULV IRB Study Closure Form" is highlighted, and a blue arrow points to it. The description for this form states: "Please use this form for to notify the ULV IRB your study is closed. This is required at the end of your study, or one year (if an extension is not sought), whichever comes first."

- The application will appear. Verify the appropriate study pre-populated into the application.

Complete the application as you would an Initial ULV IRB application by filling in text boxes and select the appropriate options using the radio buttons and dropdown boxes. You may use the application header and the **Next** button to navigate through the application. Enter your password and click submit when you are done.

The screenshot shows the 'ULV IRB Study Closure Form -- Closure Header' interface. At the top left is the University of La Verne logo. The header includes a 'Collaborators' dropdown menu, a 'Closure Header' dropdown menu, 'Page 1 of 2', and a 'Next' button. The main content area contains several form sections:

- Submitter:** PI Test, Tester. Email: dr.sarahdunn@gmail.com. Phone: []
- Protocol #:** 2016-54-University of La Verne IRB
- Protocol Title:** TITLE []
- Principal Investigator Name:** Dunn, Sarah L. Ph.D. Email: sdunn@laverne.edu. Business: 909-448-4756
- ULV Advisor/Mentor:** N/A
- ULV College/Department:** Art and Art History
- Protocol Approval/Expiration Date:** N/A
- Choose the Type of Closure Report (Required):**
 - Completion
 - Termination Without Completion

At the bottom left are buttons for 'Next', 'Save for Later', 'View Questions with Notes', and 'PDF'. At the bottom center is a copyright notice for Blue Ocean (2016) and a footer for IRB Manager.