Submitting a Closure Report
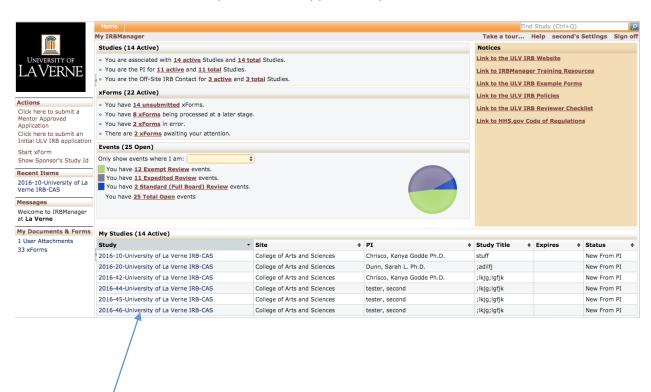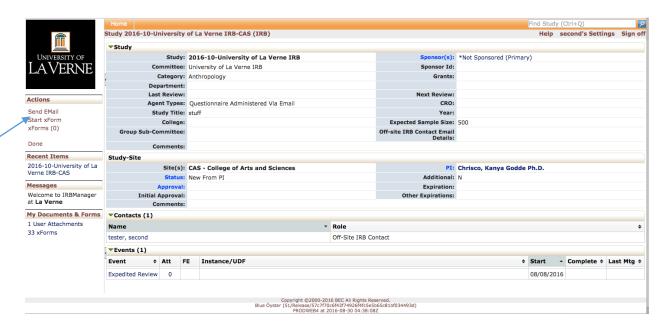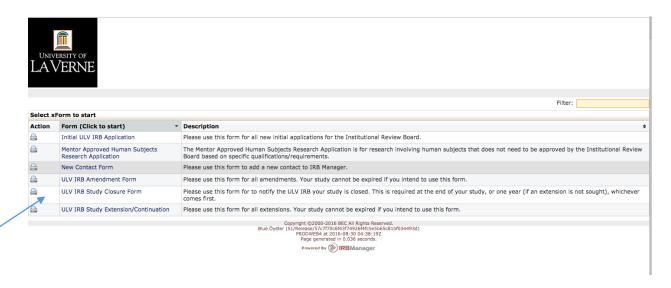
1. Log into IRBManager. The Dashboard will appear.

2. Click on the active study link for the application you want to close.

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

4. Select ULV IRB Study Closure Form.

5. 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.