

UVMClick Website UVMClick Login https://www.uvm.edu/ovpr/uvmclick https://rpo.connect.uvm.edu/Safety Email Support Phone Support UVMClick@uvm.edu (802) 656-5040

## How to Submit a Registration Closure

1. From the "Safety" > "Submissions" screen, click on the "Active" tab to navigate to the appropriate approved lab registration and click on the name to open it.

<b>&gt;&gt;</b>	Dashboard	Agreements	COI	Facilities	Grants	IACUC	Safety	•••	
Sub	missions Incidents	Inspections Meetin	ngs Reports He	elp Center					

2. Click the **Request Closure** activity on the left side of the screen.

ill       reg%       Q       + Add Filter       * Clear All         ID       Name       • Date Modified       State       Submission         REG201900006       testing submission questions       1/24/2019 1:24 PM       Approved       Initial         REG201900006       testing submission questions       1/24/2019 1:24 PM       Approved       Initial         Next Steps       Principal Investigator:       Margaret Vizzard Abey Dattilio       Submission Type:       In         Principal Investigator:       Margaret Vizzard Abey Dattilio       Submission Type:       In         Primary Contact:       Letter:       Intervention       Intervention         Principal Investigator:       Aubrie Clas       Approval Date:       11         Principal Investigator:       Aubrie Clas       Approval Date:       11         Purptoxies:       Aubrie Clas       Approval Date:       11         Submitting Department:       Neurological Sciences       Biocontainment Level:       Biocontainment Level:         Submitting Department:       Submission       Pre-Submission       Pre-Submission       Pre-Submission         Review       Clarification       Requested       Intervent       Intervent       Margaret Vizzard	-Review Activ	Archived	Suspended or Lapse	d All Submiss	50115		
REG201900006       testing submission questions       1/24/2019 1:24 PM       Approved       Initial         Approved       REG202200013         Next Steps       View Registration       Principal Investigator: Margaret Vizzard Abbey Datillio       Submission Type: Instead of the second s	ilter by 🕜 ID	▼ re	g%		Add Filter	× Clear All	
Approved   Next Steps   View Registration   Printer Version   Printer Version   Create Amendment/CR   Create Safety Incident   Pre-Submission   Pre-Submission   Pre-Submission   Specialist   Specialist   Safety Review Type:   Indiana Stress   Submitting Department: Neurological Sciences   Biocontainment Level:   Biocontainment Level:   Submission   Pre-Submission   Specialist   Request Closure	ID	Name	/	▼ Date Modi	fied	State	Subn
Approved         Next Steps         View Registration         Printer Version         Printer Version         Create Amendment/CR         Create Safety Incident         Pre-Submission         Pre-Submission         Secialist         Aubric Class         Agence of the safety Incident         Pre-Submission         Pre-Submission         Clarification         Requested	REG201900006	testing sub	mission questions	1/24/2019 1:	24 PM	Approved	Initial
	View Registration Printer Version Create Amendment/CR Create Safety Incident Request Closure		Principal Investigator: Specialist: Primary Contact: Admin office: PI proxies: Submitting Departmen	Margaret Vizzard Abbey Dattilio Safety Aubrie Clas t: Neurological Science Specialist Review Clarification	Safety Review Letter: Last day of con Approval Date Biocontainmer Exempt from N	Type: ntinuing review t Level: IIH Guidelines: ttee Review iffication	B Reriod: 1 1 B

3. In the subsequent pop-up "Request Closure" window, answer all applicable questions. Those with a red asterisk (\*) are required.

You are formally requesting closure of this reg <b>1. * I agree to close this registratio</b> O Yes O No <u>Clear</u>		nissions:
<ul> <li>2. * Reason for requesting closure</li> <li>3. * Please describe the disposition</li> <li>4. Supporting documents:</li> </ul>	I	Please provide adequate information in both questions #2 and #3
+ Add Document	Date Modified	
Document There are no items to display	Date Modified	

## 4. Click OK.

The state changes to "Closure Requested" and the closure request is now in the hands of the RPO Office to process.

## **If Clarifications are required**

If the IBC analyst requires clarifications before they can close the lab registration, they will send an email notification back to the PI/Proxy/Contact of record. The lab registration status will change to "Clarification Requested (Closure Requested)".



To respond to a clarification of a closure request:

• Click the "Submit Response" activity

## Submit Response

- Answer all applicable questions. Those with a red asterisk (\*) are required.
- Click OK

The PI and the BSO will receive a closure notice via Click when lab activities requiring IBC oversight have been formally close.