How to Submit a Protocol Closure

Request that a protocol be closed

1. From the "IACUC" > "Submissions" screen, click on the "Active" tab to navigate to the appropriate approved protocol and click on the name to open it.
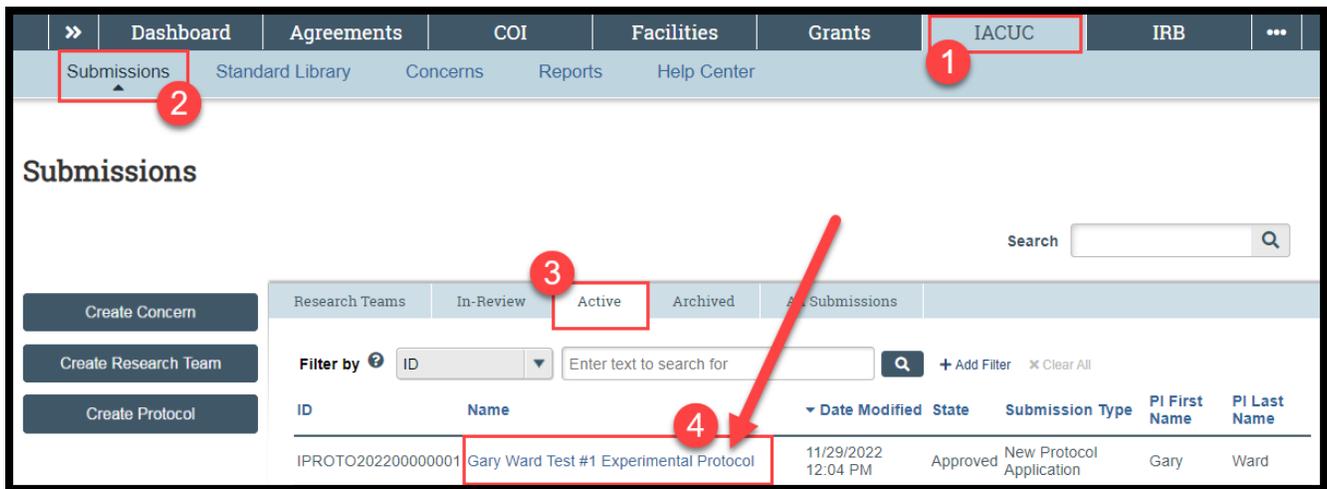
2. Click the **Request Closure** activity on the left side of the screen.
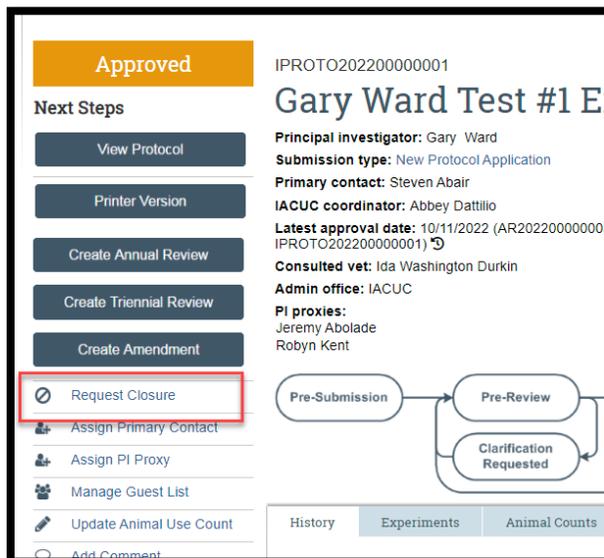
3. In the subsequent pop-up "Request Closure" window, answer all applicable questions. Those with a red asterisk (*) are required.

You will need to :

- Provide justification
- Provide assurance that no animals remain in the vivarium
- Update the number of animals used on the protocol
- Describe any unanticipated results
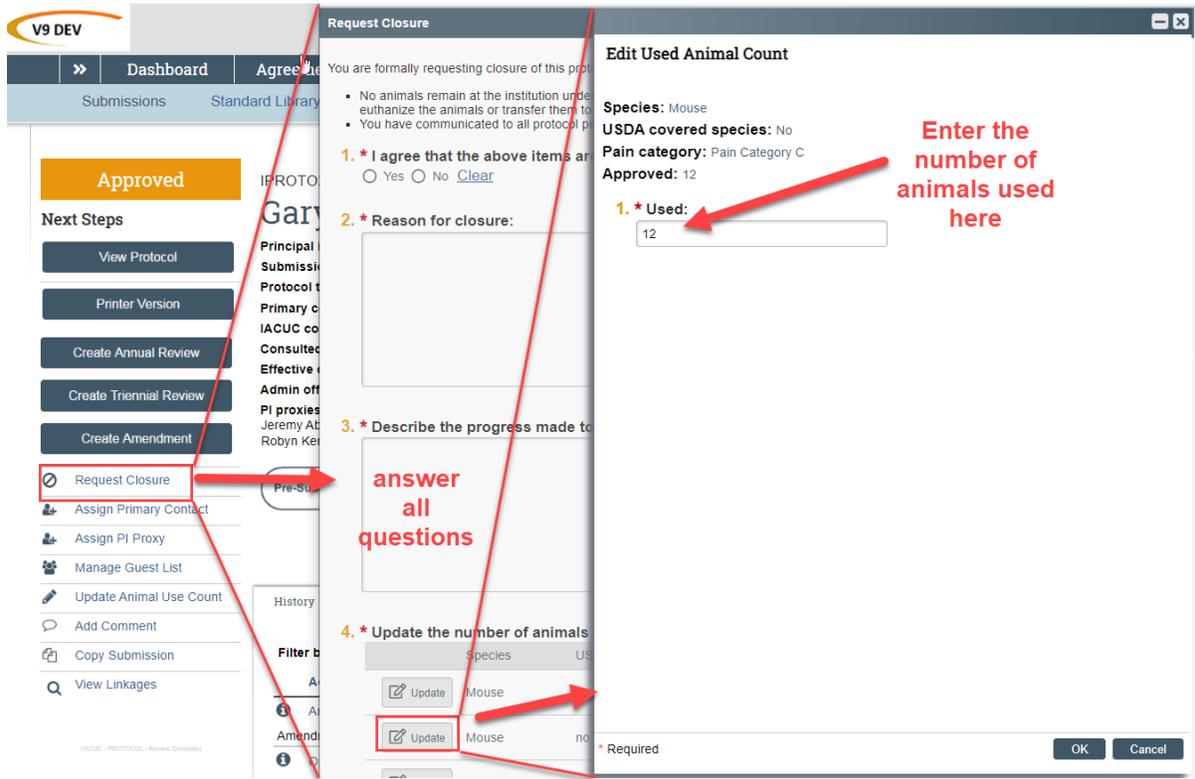
4. Click OK.

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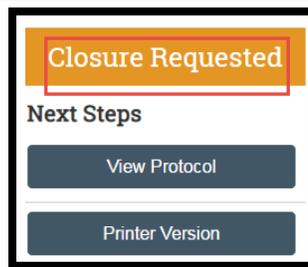
If Clarifications are required

If the IACUC Specialist requires clarifications before they can close the lab registration, they will send an email notification back to the PI/Proxy/Contact of record. The protocol status will change to "Clarification Requested (Closure Requested)".
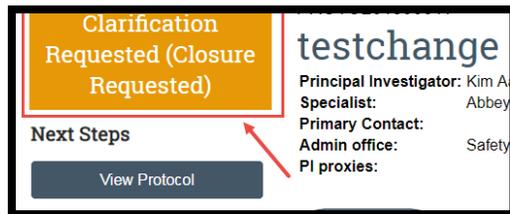
To respond to a clarification of a closure request:

1. Click the "Submit Response" activity

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

The protocol has now been re-submitted and removed from your "Dashboard". It now displays in the IACUC Office's "Dashboard".