



UVMClick Website https://www.uvm.edu/ovpr/uvmclick UVMClick Login https://rpo.connect.uvm.edu/IACUC Email Support

UVMClick@uvm.edu

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.

	»	Dashb	oard	Agreements	COI	Facilities	Grants	IACUC	IRB	•••
	Sub	missions	Standar	d Library Co	oncerns Repor	ts Help Center		U		
Su	bm	issions	5		0		/	Search		Q
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	С	reate Protoco	l	ID	Name	4		State Submissio	n Type PI First Name	PI Last Name
				IPROTO20220000	00001 Gary Ward Test #	1 Experimental Protocol	11/29/2022 12:04 PM	Approved New Protoc Application	col Gary	Ward

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

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	Approved	IPROTO20220000001				
Nex	ct Steps	Gary Ward Test #1 E				
	View Protocol	Principal investigator: Gary Ward Submission type: New Protocol Application				
	Printer Version	Primary contact: Steven Abair IACUC coordinator: Abbey Datililo Latest approval date: 10/11/2022 (AR202200000000) IPROTO202200000001) Consulted vet: Ida Washington Durkin				
	Create Annual Review					
	Create Triennial Review	Admin office PI proxies:	Admin office: IACUC PI proxies:			
	Create Amendment	Robyn Kent				
0	Request Closure	Pre-Submis	Pre-Submission Pre-Review			
å+	Assign Primary Contact		Clarification Requested			
2+	Assign PI Proxy					
205 100	Manage Guest List					
A	Update Animal Use Count	History	Experiments	Animal Counts		
0	Add Comment	-				

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

V9 D	EV	/	Request Closure	
Net	Dashboard Submissions Sta Approved xt Steps	Agree the andard Litrary IFROTO Gary	You are formally requesting closure of this prot No animals remain at the institution under euthanize the animals or transfer then to You have communicated to all protocol p 1. *I agree that the above items ar Yes No Clear 2. * Reason for closure:	Edit Used Animal Count Species: Mouse USDA covered species: No Pain category: Pain Category C Approved: 12 1. * Used: 1.
	View Protocol Printer Version Create Annual Review Create Triennial Review Create Amendment	Principal Submissi Protocol t Primary c IACUC co Consultec Effective Admin off PI proxies Jeremy At Robyn Kei	3. * Describe the progress made to	12
⊘ ≗+ ≗+	Request Closure Assign Primary Contact Assign PI Proxy	Pre-Su	answer all questions	
쌸	Manage Guest List		· /	
Ser.	Update Animal Use Count Add Comment	History	4. * Update the number of animals	
6	Copy Submission	Filter b	Species US	
Q	View Linkages	A A A A A A A A A A A A A A A A A A A	C Update Mouse no	* Required OK Cancel

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".