

How to Close a Project in IRBNet



Login to IRBNet and navigate to the project you want to close under "My Projects" tab.

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2 In the Project Overview window select the "Create New Package" tab.



To obtain the Closure/Final Report form, navigate to the Forms Library.

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4 Select the appropriate library and then use the drop-down menu to find "FORM: Closure/Final Report" or "Final Progress Report" and click download. Complete the form and save it to your study drive.



5 Click "Attach New Document" and select your completed closure form. Use the drop-down menu to select the Document Type "Closure/Final Report" or "Final Progress Report."



6 Submit the package by selecting the appropriate committee and clicking the checkbox. On the next screen you'll select the submission type (Closure/Final Report) and then click "Submit."