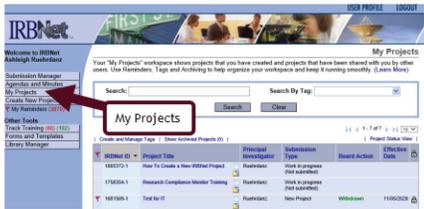
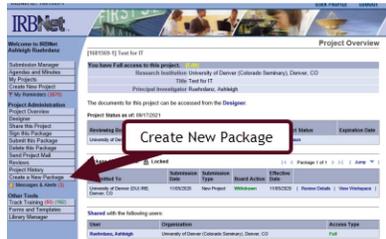




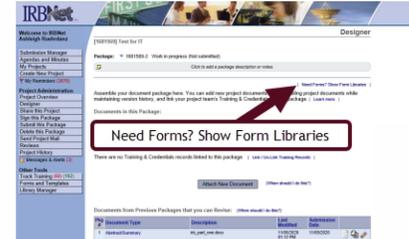
# How to Close a Project in IRBNet



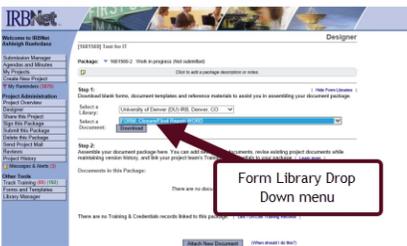
**1** Login to IRBNet and navigate to the project you want to close under "My Projects" tab.



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



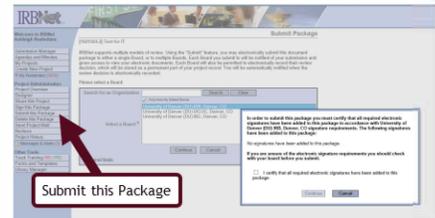
**3** To obtain the Closure/Final Report form, navigate to the Forms Library.



**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."