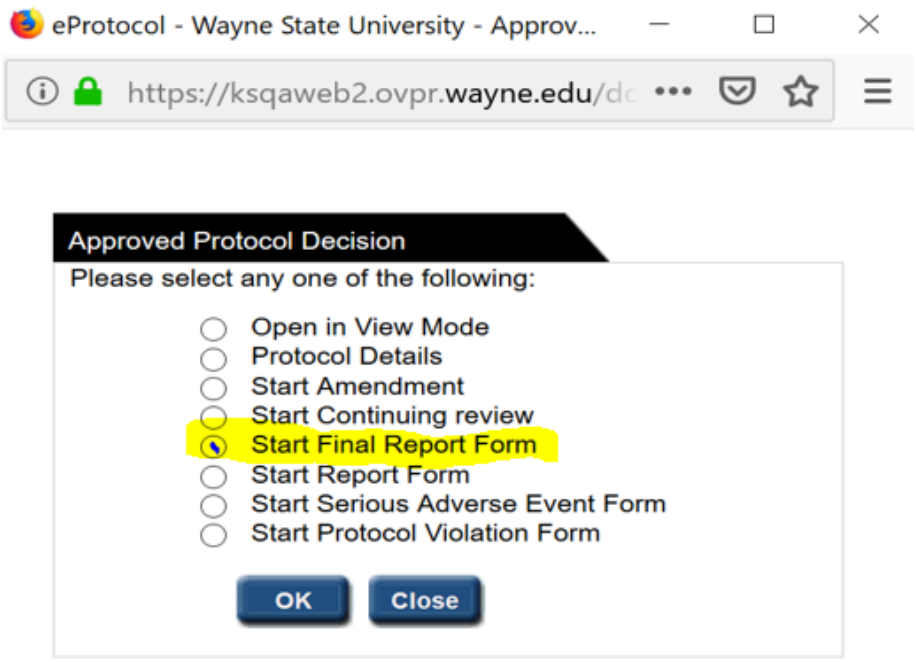
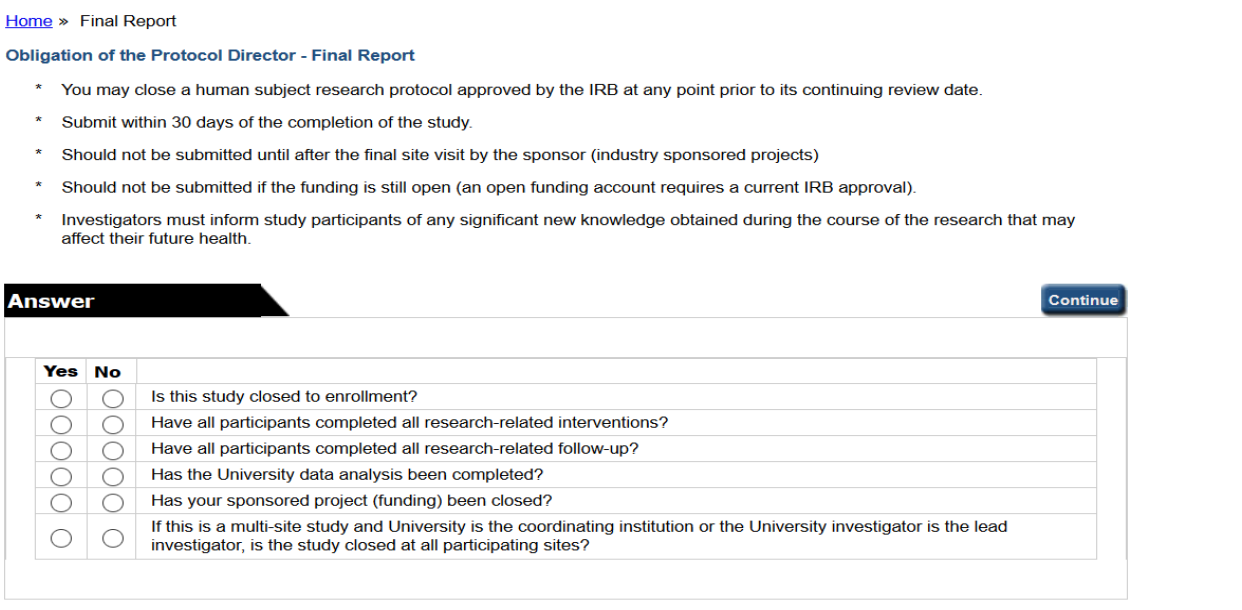
Closing a study in eProtocol

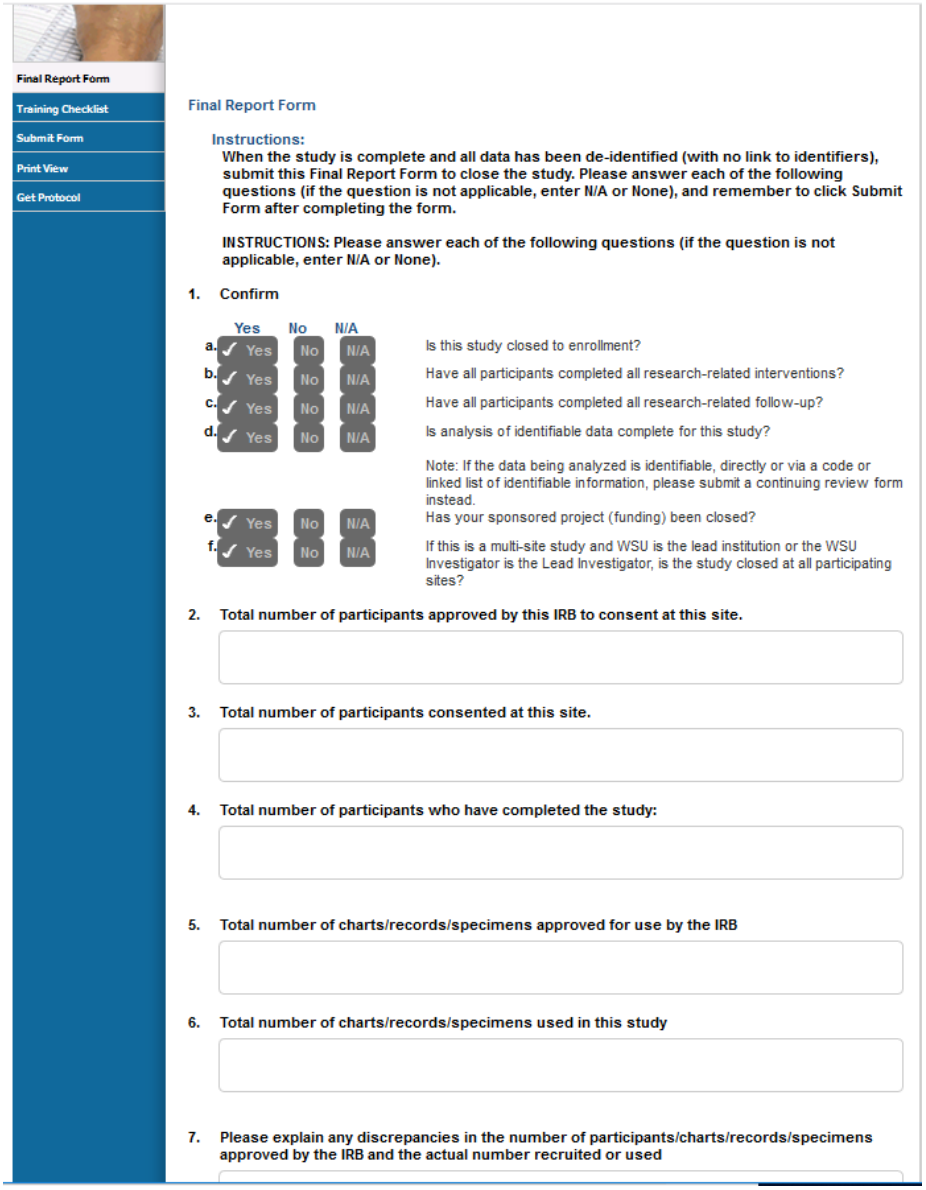
- From listing of approved protocols
- Click on Protocol ID
- The following pop up screen will appear:



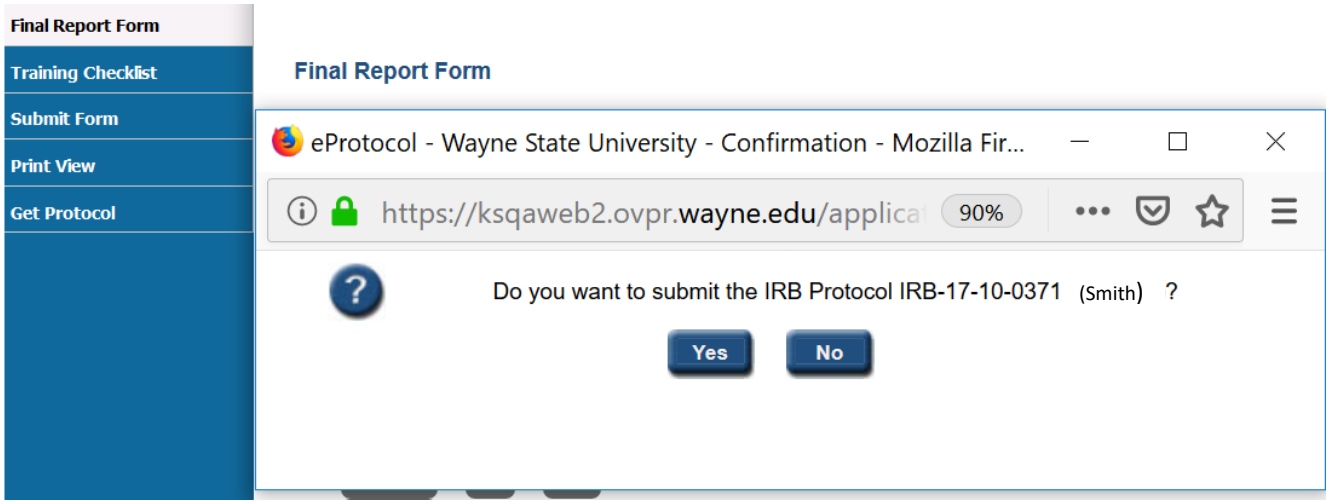
- Select "**Start Final Report Form**"
- Complete the Final Report Preliminary questions
- All Responses must be "**Yes**" for study closure eligibility
- Select "**Continue**"



- Complete “**Final Report Form**”



- Select “**Save**”
- Select “**Submit Form**”
- Select “**Yes**” to Submit Form



- The final Report will appear on your dashboard under "**FINAL REPORT**"
- With Status "SUBMITTED TO IRB"

FINAL REPORT

Protocol ID	Principal Investigator	Protocol Event	Status/Comments
IRB-17-10-0371	**Smith, John**	SUBMITTED TO IRB	SUBMITTED