1) Log in to eProtocol with your CalNet ID & password at: https://eprotocol.berkeley.edu

2) Click on the IRB tab to see your Investigator Homepage for IRB Submissions.

3) From your Investigator Homepage, there are two ways to get to a list of your approved protocols:
   a. Scroll to the bottom of the page (past the Study Closure section of the table); or,
   b. Go to the Investigator Menu on the upper left side of the page and click on Approved Protocols.

4) Click on the Protocol ID link of the protocol that you wish to close.

5) Select Close Protocol in the Approved Protocol Decision menu and click Ok.
6) A pop-up will ask if you want to proceed. Click on Yes.

Caution: Please be sure that you have the right protocol and that you do actually wish to have it closed. It is difficult for OPHS to re-open a protocol once it has been closed out.

Are you sure you want to close the protocol selected?

Yes  No

7) A message will appear at the top of the screen that says “Close Protocol request has been sent for protocol 2010-07-1802.”