

## Close an Approved Protocol

- 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**.

Protocol ID	Principal Investigator	Initial Approval Date	Last Approval Date	Protocol Type
<a href="#">2009-02-070</a>	TEST, EMP-FACULTY	02/09/2009	02/09/2009	NEW

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

[Home](#) » Approved Protocols

Protocol ID	Principal Investigator	Initial Approval Date	Last Approval Date	Protocol Type
<a href="#">2009-02-070</a>	TEST, EMP-FACULTY	02/09/2009	02/09/2009	NEW
<a href="#">2009-02-062</a>	TEST, EMP-FACULTY	02/05/2009	02/05/2009	AMENDMENT
<a href="#">2009-02-061</a>	TEST, EMP-FACULTY	02/05/2009	02/05/2009	NEW
<a href="#">2009-02-057</a>	TEST, EMP-FACULTY	02/04/2009	02/04/2009	NEW
<a href="#">2009-02-056</a>	TEST, EMP-FACULTY	02/04/2009	02/04/2009	NEW
<a href="#">2009-02-052</a>	TEST, EMP-FACULTY	02/04/2009	02/04/2009	NEW

- 5) Select **Close Protocol** in the Approved Protocol Decision menu and click **Ok**.

Approved Protocol Decision

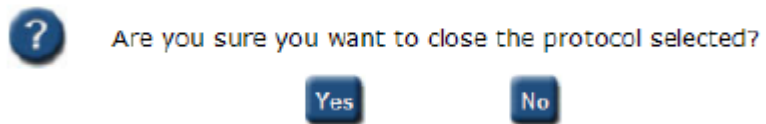
Please select any one of the following:

- Open in View Mode
- Protocol Details
- Start Incident Report
- Start Protocol Deviation Report
- Close Protocol

OK Close

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.**



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