Close an Approved Protocol

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

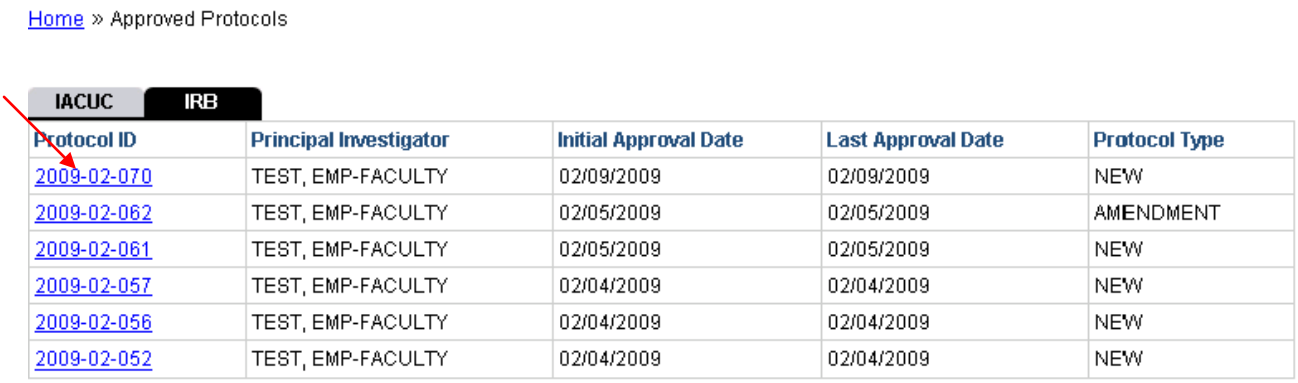
2) Click on the **IRB** tab to see your Investigator Homepage for IRB Submissions.

3) From your Investigator Homepage, there are two ways to get to a list of your approved protocols:

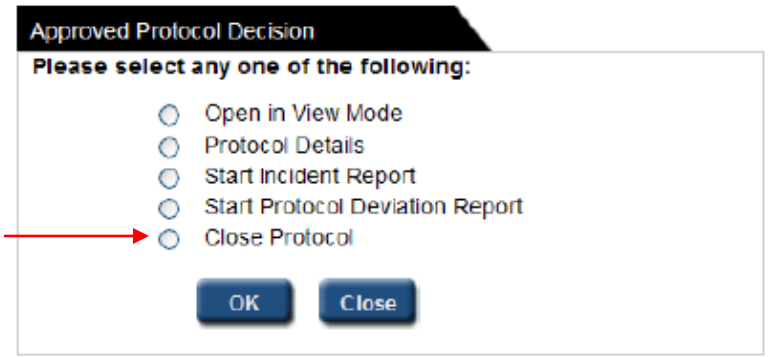
   a. Scroll to the bottom of the page (past the Study Closure section of the table); or,

   b. Go to the **Investigator Menu** on the upper left side of the page and click on **Approved Protocols**.

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

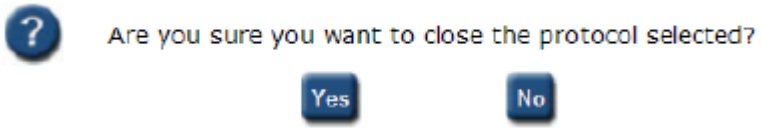


5) Select **Close Protocol** in the Approved Protocol Decision menu and click **Ok**.



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.



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