Submission Closure

This Quick Guide provides instructions for closing a submission (application).

Principal Investigator:

Select the Safety tab.

Submissions

Select the Active tab to access your approved Safety submission.
Open the submission that you would like to close.

From the submission workspace, select **Request Closure**.
On the Request Closure SmartForm page, indicate your intention to close the submission:

- Question #1: select **Yes** and provide a reason for closing the submission
- Question #2: Optionally, you can provide comments
- Question #3: upload supporting documents
- Question #4: select **OK**.

**Request Closure**

You are formally requesting closure of this protocol.

1. * I agree to close this protocol and discard the follow-on submissions:
   - [ ] Yes
   - [ ] No
   - [X] Clear

2. * Reason for requesting closure:

   

3. Comments:

   

4. Supporting documents:

   ![Document Management Interface]

   There are no items to display

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[OK]  [Cancel]
Note: The submission transitions from an ‘Approved’ state to a ‘Closure Requested’ state.

SAFETY0000037
Safety Submission

Safety Specialist:

Select My Inbox, open the submission.

The system then displays the submission workspace history tab. Select Closure Requested.
Next, select **Close Submission**.

Indicate your intention to close the submission, select **Yes**. Optionally, add comment(s) and upload supporting documents. Select **OK**.
The submission transitions from a Closure Requested state to a Closed state.