How to Close an Active Study

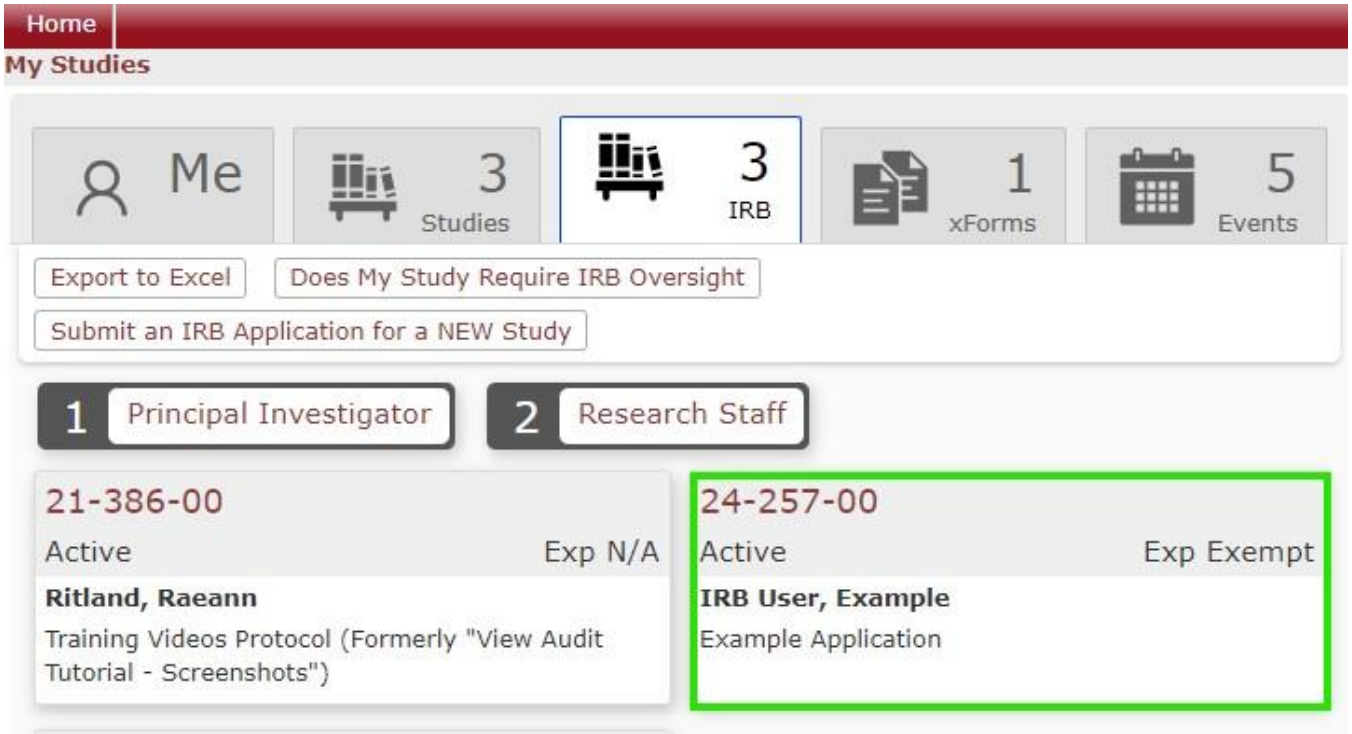
Instructions (video version)

Step 1

Sign into OneAegis (formerly IRBManager) and **click on your "IRB" tab:**

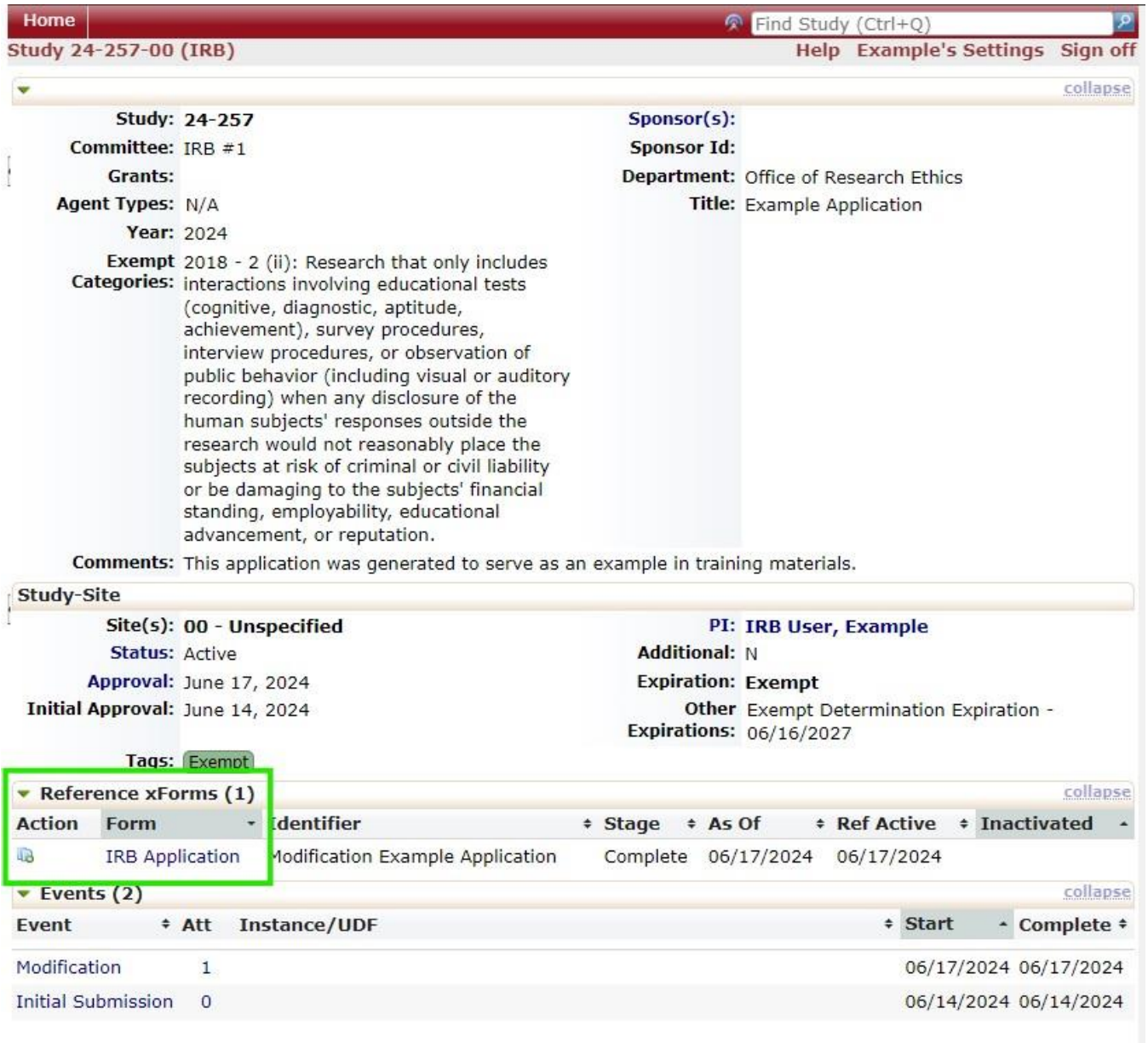
Step 2

Select the relevant study:



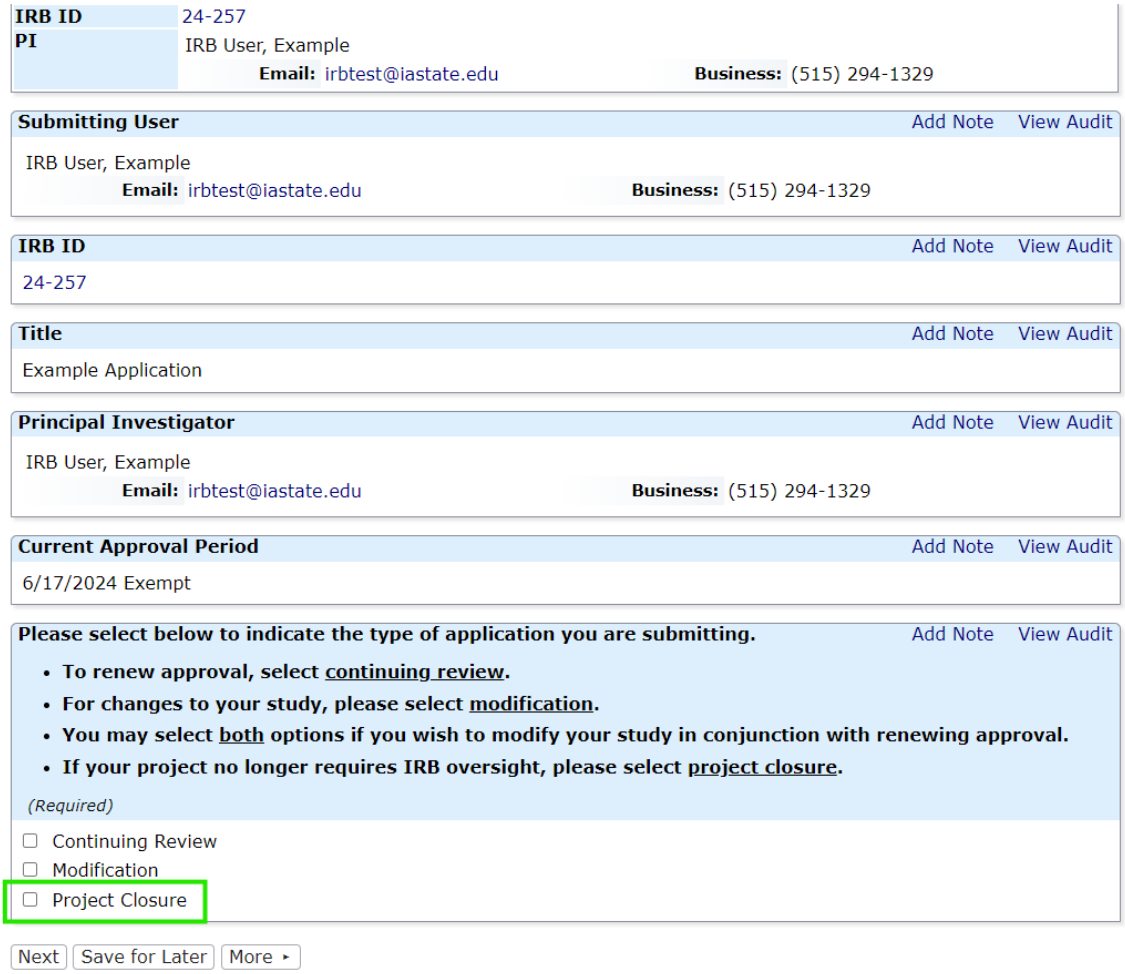
Step 3

On the study information page **find the "Reference xForms" section** in the middle of the page and **click the "copy" action** (papers with a green plus sign – see inset):



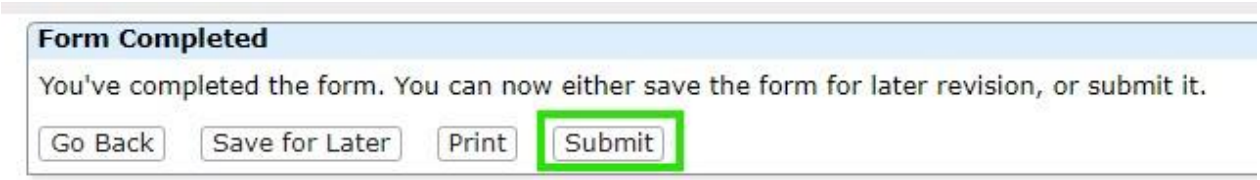
Step 4

You now have an editable copy of the previously approved application. At the bottom of the page, you will be able to select the type of application, and you will choose “Project Closure:”



Step 5

Read the instructions on the form and complete all applicable fields. Click “next” at the bottom of each page until you are able to select “Submit.”



If you run into problems or have questions, please send an email to IRB@iastate.edu. IRB staff members will be able to trouble-shoot more effectively if you share a link to the instructions you were using and the step # that didn’t work as expected.