

Closing a Study in the Research Portal

In research involving humans, a study can be considered for closure once all participant data has been collected and no further contact with participants will be made, and when all data are recorded and stored in accordance with the provisions of the original approved application.

In animal research, a study can be closed when there is no longer any contact with the animals.

1. Log in to the Research Portal:
 MacEwan Faculty/Staff [here](#).
 Students/External Researcher [here](#).
2. You can view your submitted applications in the workflow by selecting the appropriate choice under your role as PI or Project Team Member:

BACK TO HOME

Role: Principal Investigator

[Applications: Drafts](#)

[Applications: Requiring Attention](#)

[Applications: Under Review](#)

[Applications: Post-Review](#)

[Applications: Withdrawn](#)

[Events: Drafts](#)

[Events: Requiring Attention](#)

[Reminders](#)

3. Choose “Applications Post-Review” to access your approved/open protocols.
4. To submit an event form, click the “Events” button for the corresponding application that you are submitting the Closure for.

	File No	Project Title	
	<input type="text"/> ▼	<input type="text"/> ▼	
View Clone Events	100115	Clone of AUP Research Application Test for December Meeting	M S
View Clone Events	100114	TEST AUDF REPORT FUNCTION March 14	M S
View Events	100109	REB APRIL EVENT FORMS REVIEW	M S

- Choose the appropriate **Closure** form from the list of event forms, and fill in the questions as appropriate to your study. Note that there are different forms for standard and course-based projects.

REB event forms:

Event Form Name
Standard Research Ethics Board (REB) Modification Form
Standard Research Ethics Board (REB) Renewal Form
Standard Research Ethics Board (REB) Closure Form
Course-Based Research Ethics Board (REB) Modification Form
Course-Based Research Ethics Board (REB) Renewal Form
Course-Based Research Ethics Board (REB) Closure Form
Research Ethics Board (REB) Adverse Event Reporting Form

AREB event forms:

Event Form Name
Animal Use Protocol (AUP): Annual Research Renewal Form
Animal Use Protocol (AUP): Annual Teaching/Display Renewal Form
Animal Use Protocol (AUP): Modification Form
Animal Procurement Form
Animal Incident Reporting and Resolution Form: Animal Mortality, Morbidity, and Welfare
Animal Use Protocol (AUP): Closure Form

- Complete all fields as appropriate and upload any applicable documentation in the Attachments tab.
- Save and submit your closure request form once complete.

If there are any errors that are preventing you from submitting your application (ex. a mandatory field has been missed), they will be outlined in the 'Errors' tab of the application.

- Your closure request will be sent directly to the appropriate ethics board for acknowledgement.