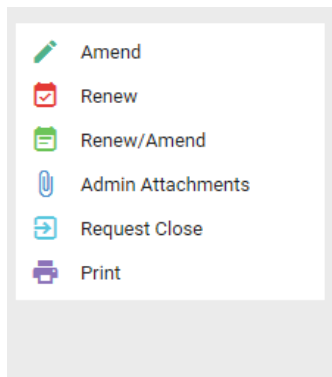


QUICK GUIDE

How to CLOSE an IACUC protocol

If a protocol is completed and no longer needed, or if a replacement protocol has been approved (after 3 years), a PI should submit a **CLOSE REQUEST**.

1. LOG IN: Go to <https://umass.kuali.co/dashboard> and log in using your NetID and Password. Then navigate to the IACUC Protocols module.
2. Click the **protocol** you wish to close.
3. When you open the protocol select **Request Close** on the right side of the screen. There will be a form to fill out with the number of animals used.



Close Request

Animals Used

Columns

+ Add Line

	SPECIES	NUMBER USED
+ Add Info		

During the past year, were there any unexpected problems or complications?

☐ Yes

☐ No

5. Once you complete the form, click **Submit** on the right side of your screen.