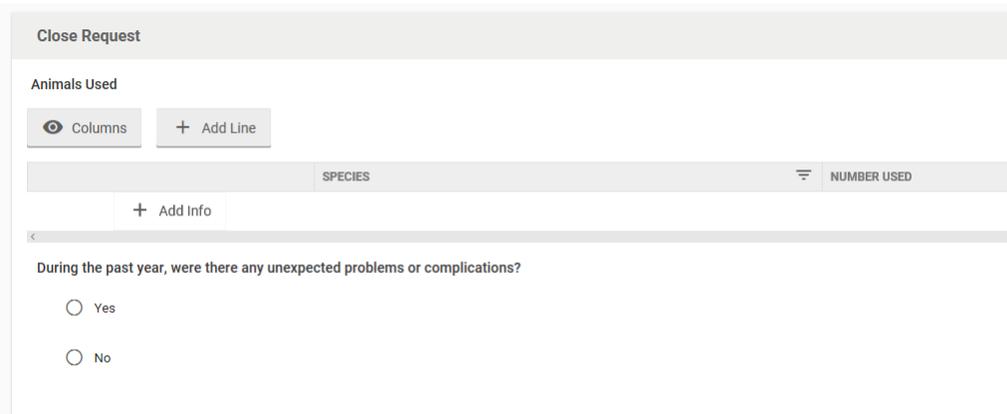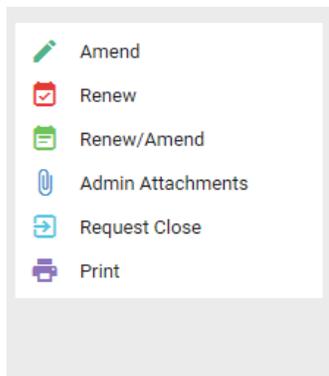# QUICK GUIDE
How to CLOSE an IACUC protocol

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://www.umb.edu/orsp/kuali_research 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.

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