

## CIRBI™ QuickSteps: Submitting a Single Site Protocol / Principal Investigator Termination/Close-Out Report

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1. Log on to [www.cirbi.net](http://www.cirbi.net).
2. In the upper left-hand corner of the screen, click on “Dashboard”.
3. Click the “My Studies” tab.
4. Click on the link for the appropriate study.
5. On the left side of the screen click on “Continuing Review / Termination”.

### GENERAL INFORMATION PAGE

1. Question #1: Report Type Choose “Termination Report”.
2. Question: “Do you confirm that enrollment is closed and there are NO active subjects or follow-up being performed” Choose “Yes” or “No”, as applicable. If “No” at the text box provided enter a response to the Question: “Please provide a rationale for submitting this termination report if you still have active or follow-up subjects enrolled”
3. Click “Continue”.

### SITE TERMINATION QUESTIONS PAGE

1. Provide the appropriate and correct answers to the questions.
2. Click “Continue”.

### TERMINATION ENROLLMENT QUESTIONS PAGE

1. Provide the appropriate and correct answers to the questions.
2. Click “Continue”.

### ENROLLMENT DATE DETAILS PAGE

**NOTE:** Some questions on this page will only appear if you entered a subject number at the Termination Enrollment Questions page

1. Provide the appropriate answers and dates to the questions.
2. Click “Continue”.

### END OF APPLICATION PAGE

1. Select either “Submit Application” or “Save Application, but DO NOT submit”.
2. Click “Continue”.
  - a. If you chose “Submit Application”, you will see the “Acknowledgement of Receipt” page.
  - b. If you chose “Save Application, but DO NOT submit”, you will see the “Not Submitted Notice” page.
3. Click “Finish” to exit.