If you need to close your study, you can do so by completing a Study Closure submission.

1. On the Study Details page of your study, click on **New Submission** in the top right-hand corner. In the drop-down menu, click **Closure**.

2. On the new Submission Details page, click **Edit**.

3. Fill out the submission form, including all required fields, and click **Complete Submission**.
Your institution will now need to approve the closure before your study will be marked as closed.