

1. Open protocol
2. In the left pane under **Actions**, click **Create Protocol Closure (PC)**
3. Select **Status** (Completed or Never started)
4. Complete **attestation**
5. Click **[Save]**
6. Click **[Submit]**
7. If Submitter is PI, submission is automatically approved; protocol becomes *Inactive, Complete* or *Inactive, Not Started*
8. If Submitter is not PI, submission is *pending* PI signoff
9. PI logs in and takes an action:
 - Accept – PC is complete; protocol becomes *Inactive*
 - Decline – PC is pending further action; protocol remains *Active*
 - Withdraw – PC is withdrawn; protocol remains *Active*

[END]