![NC STATE — Research Enterprise Data System (RED) — go.ncsu.edu/red-system-training — Animal Care and Use]

IACUC: Closing a Research Protocol

All animal research protocols must be closed out with a final animal usage form detailing the closing steps of the research process. Submit a final animal usage form to the IACUC office in the RED system.

Creating a Final Animal Usage Submission

1. From the RED homepage, Click in on the "**Quick Find**" box at the top right of the screen and enter the protocol number. (PI or Designated Editor/ Co-PI)
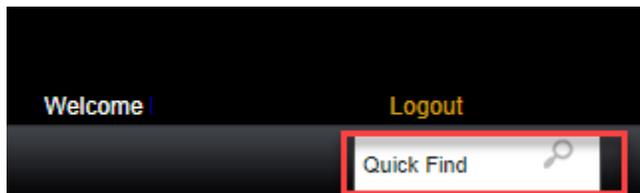
2. Click on the **record type** for the correct protocol. A flyout menu will appear.

3. Hover over **Create New** to open the menu.
4. Click on **Final Animal Usage**. The submission window will open.

5. Click **Final Animal Usage**.

6. The submission form appears in a new window. Read and confirm you have read the instructions and complete all tabs on the left-hand menu.

7. Click **Locked**. If any mistakes or missing pieces of information are detected on the form, RED will prompt you to fill in the missing information before clicking complete.

8. Click **Submit**.

9. Once your form has been submitted, log out of the RED system by clicking **Logout** in the top right of the screen.