**To Retract a Protocol in VERAS – PI Instructions**

**If the study has already been submitted to the IRB:**

Go into VERAS. Open “My Workspaces”. Select “Study Assistant”.

When you are in the Study Assistant part of VERAS, scroll down to Studies Submission Status - In Progress.

Select the paper and pencil icon on the left.

Select the hyperlink **IRB has requested a Submission Response for Initial Review Submission Packet** on the right hand side.

You will now be at the **Review Response Form**.

Just type in the box that you want to withdraw the study.

Select the "**Yes**" radio-button.

Do the same thing for the second stipulation when you scroll down.

Select Save and Continue to the Next Section in the upper right.

Continue through the screens to sign off and submit.

The IRB Coordinator will close the study when it arrives back in the IRB queue.  It will show up in your queue as closed, but from there you can "hide" it if you would like to not see it, by selecting the "Hide" icon to the right of the study.

**If the study has NOT already been submitted to the IRB:**

How to retract your submission:

1. Login to <http://veras.uidaho.edu/>
2. Click on “My Studies” under *Study Assistant*
3. Select the Protocol you want to edit “XX-XXX”
4. Select “Retract Submission” under *Outstanding Submission, Process Submission*

