

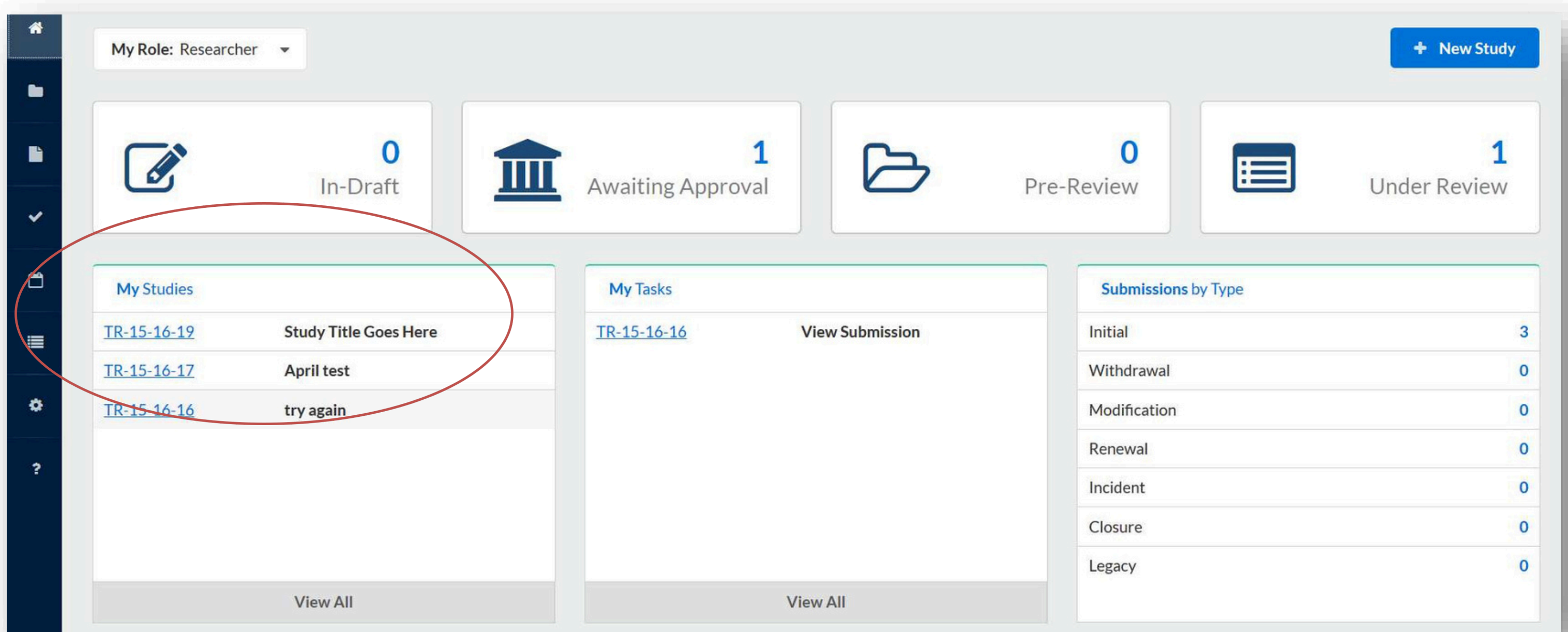


Protocol Closure Guide

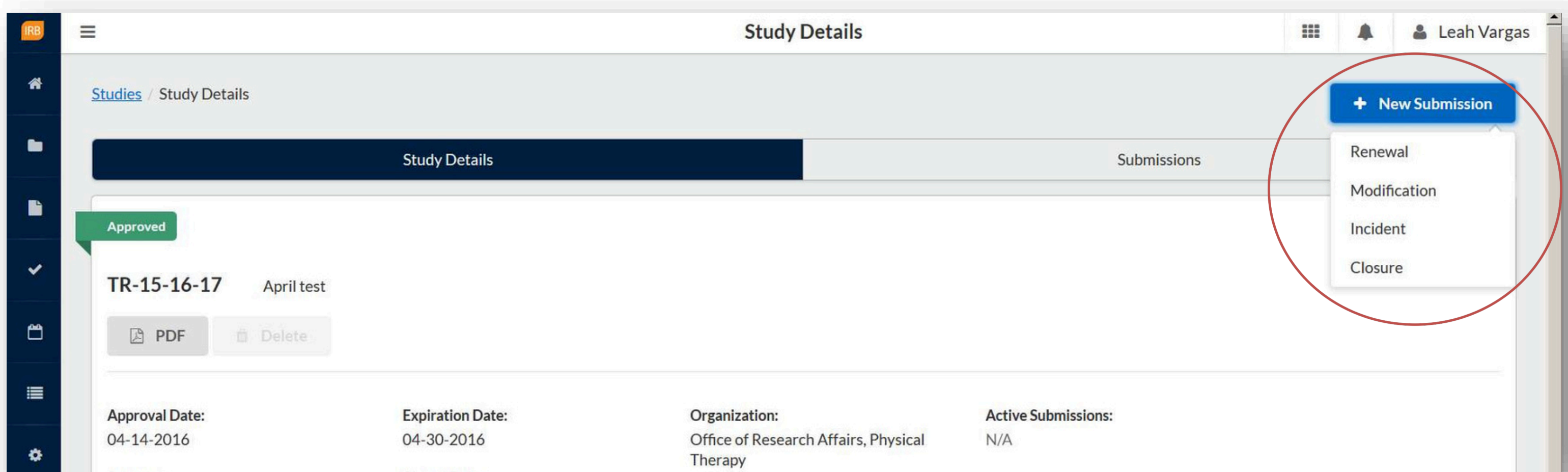
Modification – you must receive approval from the IRB before implementing changes to your data collection tool, informed consent form, inclusion/exclusion criteria, incentives, subject population, methods, etc.

Making a New Modification Submission:

1. If you need to submit a request to modify your study, login to Cayuse IRB using your CSUB username and password (<https://csub.cayuse424.com>) and select your study under *My Studies*.

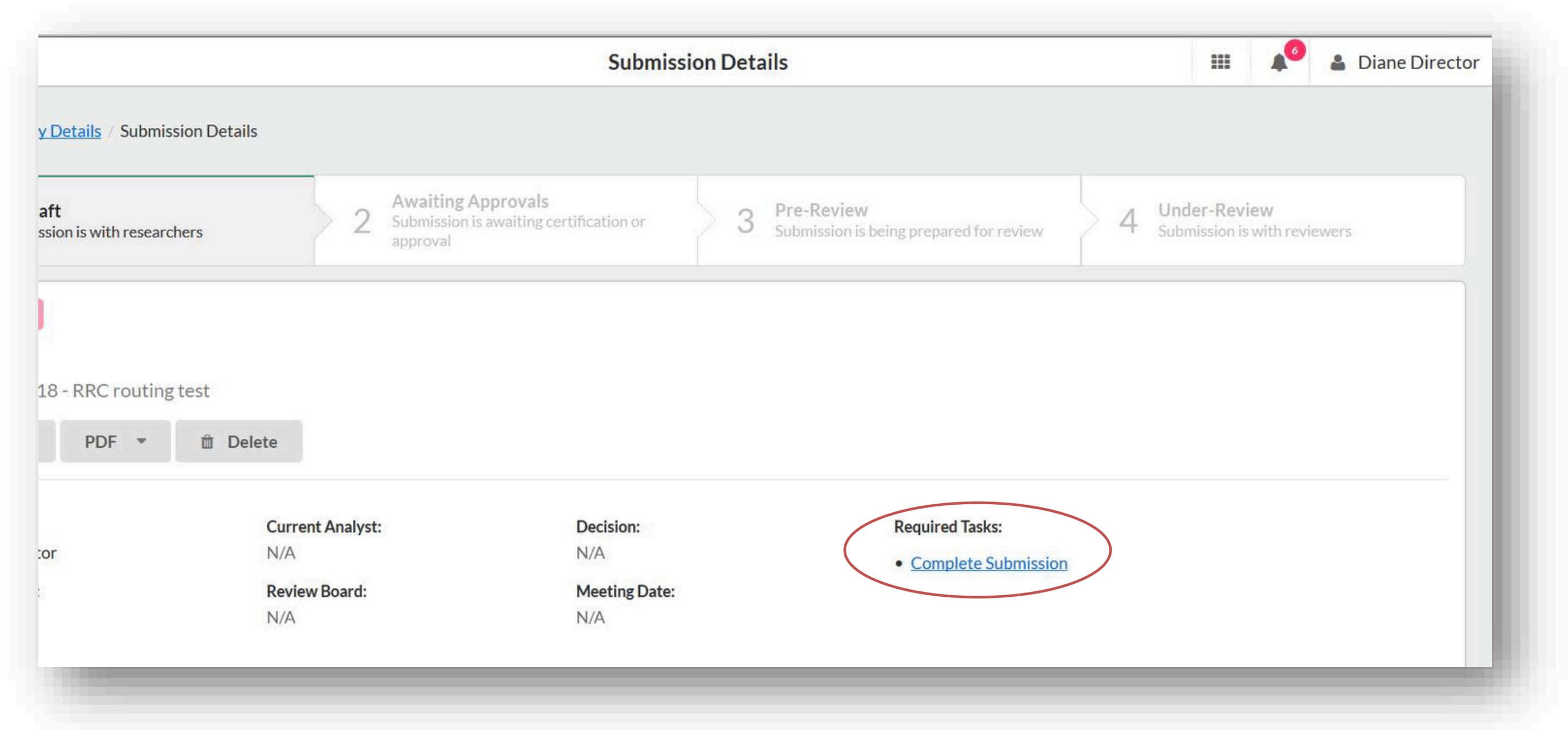


2. Select *New Submission* and choose the appropriate application for your circumstance.

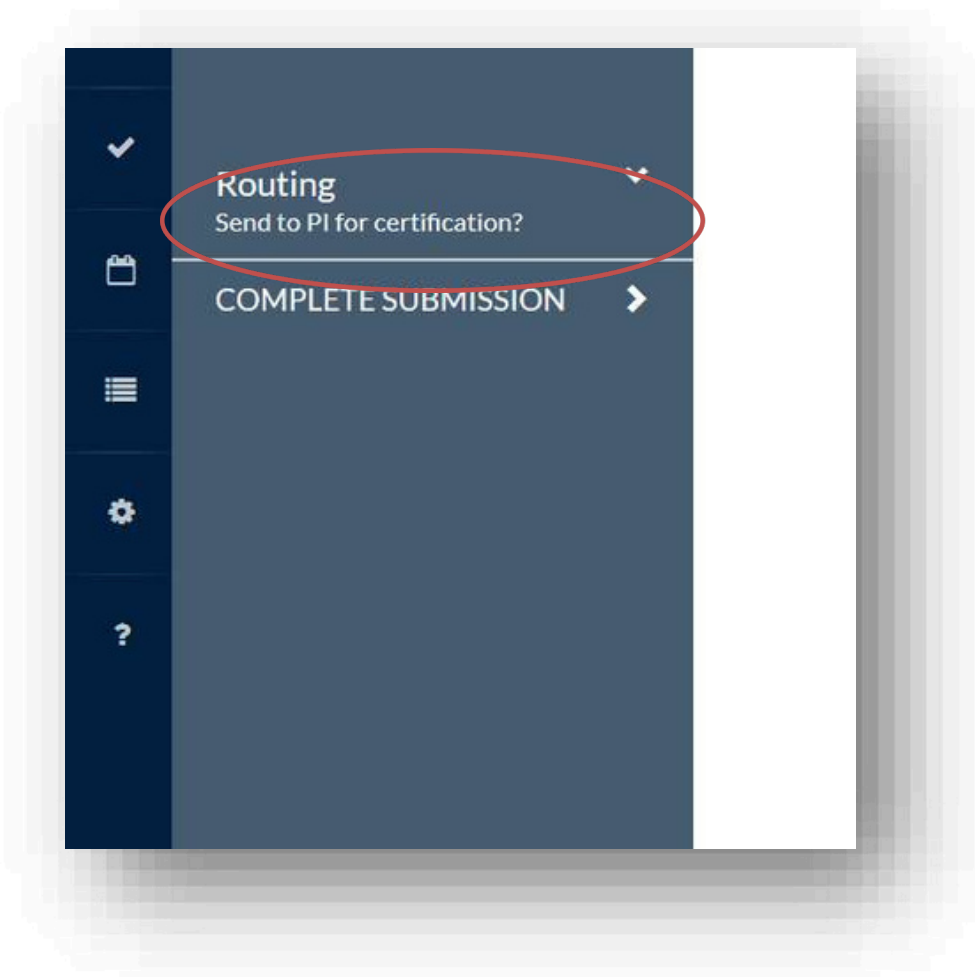




- Just like the initial submission, your new submission will have a list of Required Tasks for you to complete before you can submit.



- Enter the required information and select COMPLETE SUBMISSION >





5. You will need to confirm the submission and will be brought back to your Submission Details. Click Certify to “sign” the submission and send it to the IRB.

Submission Details

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Researchers

2 **Awaiting Approvals**
Submission is awaiting certification or approval

3 **Pre-Review**
Submission is being prepared for review

4 **Under-Review**
Submission is with reviewers

Routing:

Return **Certify**

Current Analyst: N/A

Decision: N/A

Required Tasks: N/A

Review Board: N/A

Meeting Date: N/A

Any questions can be directed Gwen Parnell at (661) 654-6712 or gparnell@csub.edu.