



IRB Protocol Closure Submission Cheat Sheet

Closure – when your study is complete, use this submission to close the study.
Cayuse IRB will automatically remind you of upcoming expirations.

Making a New Closure Submission:

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

The screenshot shows the Cayuse IRB dashboard for a user with the role of 'Researcher'. At the top right, there is a '+ New Study' button. Below this, four status boxes are displayed: 'In-Draft' (0), 'Awaiting Approval' (1), 'Pre-Review' (0), and 'Under Review' (1). The 'My Studies' section is circled in red and contains a table with the following data:

| Study ID | Study Title |
|-----------------------------|-----------------------|
| TR-15-16-19 | Study Title Goes Here |
| TR-15-16-17 | April test |
| TR-15-16-16 | try again |

Other sections include 'My Tasks' with a 'View Submission' link for TR-15-16-16, and a 'Submissions by Type' table:

| Submission Type | Count |
|-----------------|-------|
| Initial | 3 |
| Withdrawal | 0 |
| Modification | 0 |
| Renewal | 0 |
| Incident | 0 |
| Closure | 0 |
| Legacy | 0 |

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

The screenshot shows the 'Study Details' page for study TR-15-16-17 (April test). The study is marked as 'Approved'. A dropdown menu for 'New Submission' is circled in red, showing the following options: 'Renewal', 'Modification', 'Incident', and 'Closure'. Below the study title, there are buttons for 'PDF' and 'Delete'. At the bottom, a summary table provides the following information:

| Field | Value |
|---------------------|--|
| Approval Date: | 04-14-2016 |
| Expiration Date: | 04-30-2016 |
| Organization: | Office of Research Affairs, Physical Therapy |
| Active Submissions: | N/A |



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

Submission Details

Submission Details

18 - RRC routing test

PDF Delete

| | | | | |
|------------------|-----|---------------|-----|-----------------|
| Current Analyst: | N/A | Decision: | N/A | Required Tasks: |
| Review Board: | N/A | Meeting Date: | N/A | |

- Complete Submission

- Enter the required information and select COMPLETE SUBMISSION >

Routing
Send to PI for certification?

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

Submission Details

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: | Decision: | Required Tasks: |
| N/A | N/A | N/A |
| Review Board: | Meeting Date: | |
| N/A | N/A | |

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