

## Cayuse IRB Quick Directions for Closure Submission

1. Log in to the Cayuse research suite and click Cayuse IRB.
2. Locate your study by clicking "Studies" on the left sidebar.
3. Click "New Submission" on your Study Details page and select "Closure"

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies / Study Details

+ New Submission

Renewal  
Modification  
Incident  
Closure

Approved

IRB-FY19-20-1544 SS Test

PDF Delete

Approval Date: 09-09-2019	Expiration Date: N/A	Organization: Comm Sci. and Disorders Current Policy Post-2018 Rule	Active Submissions: N/A Sponsors: N/A	Population Flags:	Additional Flags:
------------------------------	-------------------------	---	---	-------------------	-------------------

1 ?

4. Click "Edit" to begin the submission.

1 In-Draft  
Submission is with researchers

2 Awaiting Authorization  
Submission is awaiting certification or approval

3 Pre-Review  
Submission is being prepared for review

4 Under-Review  
Submission is with reviewers

Unsubmitted

Closure

IRB-FY19-20-1544 - SS Test

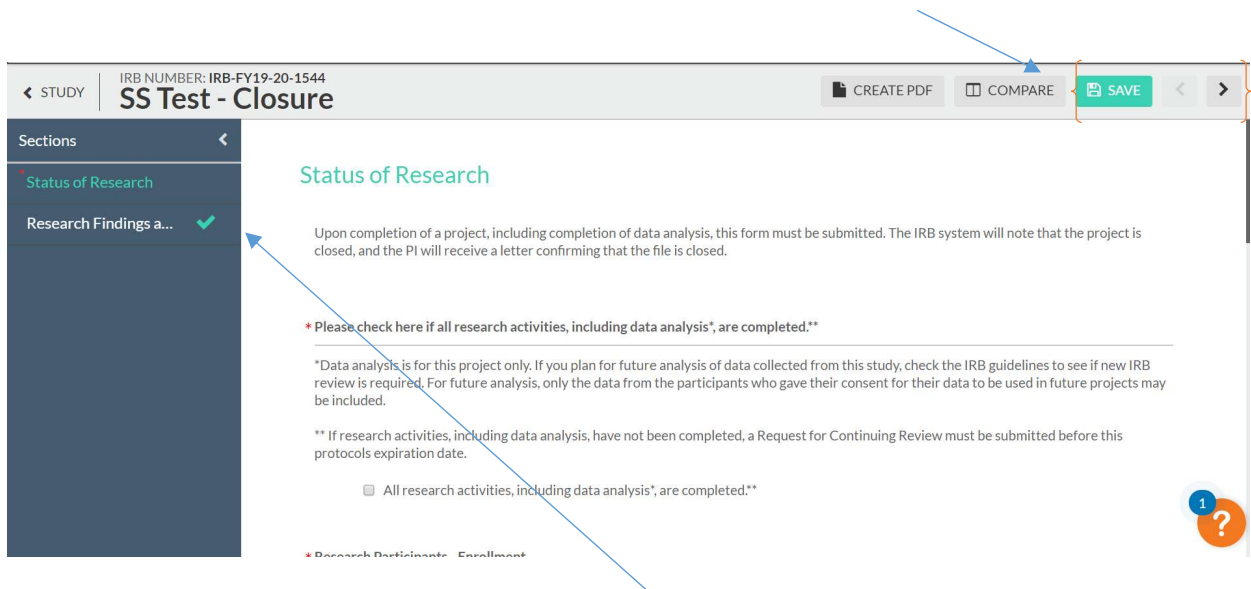
Edit PDF Delete

PI: Samantha Zerrenner	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: • <a href="#">Complete Submission</a>
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		

Approvals Task History Attachments

1 ?

- You will use the arrows in the upper right hand corner to navigate through the submission as you would for an initial submission. Click save at any time to leave Cayuse IRB and complete your submission at a later time.



- When you complete the section, a green check mark will appear on the sidebar.
- When the submission is complete, the options to “Complete submission” and “send to PI for certification” will appear in the sidebar. You can click Complete Submission on the sidebar if you are the PI. Student researchers must send the submission to the PI.
- If you are the PI, certify the submission by clicking “certify.” Read the pop-up statement and confirm. The submission must be certified for IRB staff to begin the review process.

You may have to make revisions to your submission which might involve responding to comments. To do this you will click “Expand comments.” Type your reply and click “Save.” Then change the status from “not addressed” to “addressed.”

