

How to Delete an Unsubmitted Study in Cayuse IRB

1. You can only delete a study on Cayuse IRB if you have not submitted an initial submission for it. If a submission has already been submitted, you will need to submit a "Withdrawal" submission.
2. First you need to delete the current submission in action. If there are no submissions associated with your study, skip to step 3.

Click "Submissions" on your sidebar and locate the relevant submission.

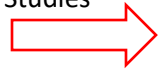
Click "Delete" on the Submission Details page.

The screenshot shows the Cayuse IRB interface. On the left, a dark sidebar contains a 'Submissions' menu item with a red arrow pointing to it. The main content area shows the 'Submission Details' page for an 'Initial' submission. At the top, there are four progress steps: 1. In-Draft (Submission is with researchers), 2. Awaiting Approvals (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). Below the progress steps, a pink 'Unsubmitted' tag is visible. The submission title is 'Initial' with ID 'IRB-FY15-16-143 - Withdrawing study'. Below the title, there are buttons for 'Edit', 'PDF', 'Delete', and 'Checklist'. The 'Delete' button is circled in red. Below the buttons, there are fields for 'PI: Ida PI', 'Current Analyst: N/A', 'Decision: N/A', 'Review Type: N/A', 'Review Board: N/A', and 'Meeting Date: N/A'. To the right, under 'Required Tasks', there are links for 'Assign PI', 'Assign PC', and 'Complete Submission'. At the bottom, there are tabs for 'Approvals' and 'Task History', and a 'Research Team' table with columns for Name, Role, Result, and Date. The table currently shows 'No entries.'

Click "delete" again in the popup to delete your submission.

3. This will bring you directly to the study details page. If you did not have a submission, click "Studies" on your sidebar and locate the relevant study. Click "Delete" and choose "Delete" again in the popup. The study has now been deleted.

Studies



4. You also have the option of choosing “new submission” and clicking “withdrawal.” This is the route you must take if your submission was already submitted to the IRB Staff.