Closure Request
Cayuse IRB

Office of Research and Sponsored Projects
How to use this tutorial

• This tutorial is for researchers (PIs) who already have an approved IRB protocol and wish to close our the study.
Log-in to Cayuse IRB:

https://fullerton.cayuse424.com/rs/irb
Click to access the study you want to Close.
You’ll be taken to this page. Click on the blue button for “+New Submission”. 
Renewal = extending the study for up to a year, before the approved protocol expires.
Modification = submitting a change or amendment to the protocol
Incident = reporting an adverse event
Closure = you are finished collecting data for the study
You’re taken to this page. Click on “Edit” to provide a final progress report to close out the study.
Fill out the form.
When you have finished typing in your Final Progress Report, click on “Complete Submission”.

Closure Request Form

FINAL PROGRESS REPORT
In 250 words provide a final overview of your study.
Click on “CONFIRM”.
You will then be redirected to the Submission Details page. You will need to “CERTIFY” in order to finalize the submission. Certification says you knowingly mean to take this action (to renew, amend/modify, or close).
After you have clicked CERITY under the Submission Details page, review the PI Certification Statement. After you read the statement click “CONFIRM”.
After you have certified and confirmed your submission, you will notice your study is “Under Pre-Review” which means it’s with the IRB office to officially begin the review process.

You and any co-PIs should receive an email confirmation of the action and submission type you’ve just submitted.
• If you have any issues or questions, please contact the IRB Office: irb@fullerton.edu or (657) 278-7719.

• As this is a new IRB system, if you find any issues (typos, unclear questions, etc.) please let us know!