

How to Submit Closure Form on Cayuse

Scribe[®]

This guide provides a straightforward, step-by-step process for submitting a closure form on Cayuse, making it essential for researchers looking to efficiently manage their studies.

1

Navigate to your Cayuse Dashboard! <https://usm.app.cayuse.com/>

The Cayuse Dashboard is a central hub for managing research studies. It features several key sections:

- Dashboard Navigation:** Includes links for Dashboard, Studies, Submissions, and Tasks, along with a "+ New Study" button.
- Study Status Indicators:** Five large boxes show the count of studies in different stages: In-Draft (1), Awaiting Authorization (1), Pre-Review (1), Under Review (0), and Post Review (0).
- My Studies:** A list of recent submissions, including IRB-26-66, IRB-26-67, IRB-26-65, IRB-26-64, and IRB-26-60, with an "Overview Sample 1" link.
- My Tasks:** A list of tasks, including IRB-26-67, IRB-26-65, IRB-26-64, IRB-26-63, and IRB-26-62, with an "View All" link.
- Submissions by Type:** A table showing the count of submissions by type: Renewal (3), Initial (39), Modification (3), Incident (3), Withdrawal (0), Closure (1), and Legacy (0).
- Approved Studies:** A list of approved studies, including IRB-26-66, IRB-26-60, IRB-25-35, IRB-25-15, and IRB-FY2026-9, with an "View All" link.
- Studies Expiring in 30 days:** A section showing "No Expiring Studies" with a smiley face icon.
- Expired Studies:** A section showing "No Expired Studies" with a smiley face icon.

2 Locate the **protocol number** or **study** that you would like to submit a closure form for.

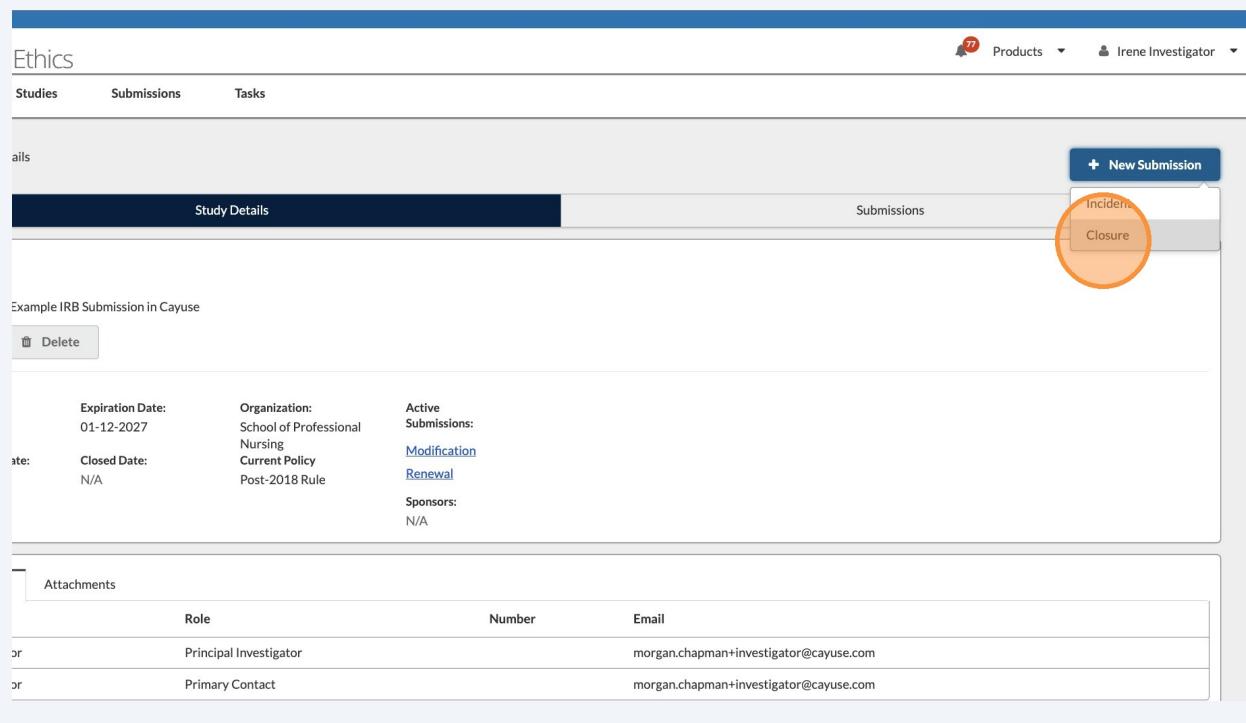
IRB-26-64	Example IRB Submission in Cayuse
IRB-26-60	Overview Sample 1
View All	
Approved Studies	
IRB-26-66	Example IRB Submission in Cayuse
IRB-26-60	Overview Sample 1
IRB-25-35	Training Video
IRB-25-15	Workflow Example 3
IRB-FY2026-9	Workflow Example 1
View All	
View All	

IRB-26-63	Complete Submission
IRB-26-62	View Submission
View All	
Studies Expiring in 30 days ▾	
 No Expiring Studies	

3 Click "**New Submission**"

 Products ▾	 Irene Investigator ▾
New Submission	
Submissions	
ization: l of Professional g nt Policy 2018 Rule	Active Submissions: Modification Renewal Sponsors: N/A

4 Click "Closure"



Example IRB Submission in Cayuse

Study Details

Expiration Date: 01-12-2027 Organization: School of Professional Nursing

State: Closed Date: N/A Current Policy: Post-2018 Rule

Active Submissions: 0 Modification Renewal

Sponsors: N/A

Attachments

Role	Number	Email
Principal Investigator		morgan.chapman+investigator@cayuse.com
Primary Contact		morgan.chapman+investigator@cayuse.com

5 Click "Edit"

[Studies](#) / [Study Details](#) / [Submission Details](#)

1 In-Draft
Submission is with researchers

2 Awaiting Authorization
Submission is awaiting certification or approval

3 Pre-Review
Submission

Unsubmitted

Closure

IRB-26-66 - Example IRB Submission in Cayuse



PDF

Delete

PI: Irene Investigator

Current Analyst: N/A

Decision: N/A

Policy: Post-2018 Rule

Review Type: N/A

Review Board: N/A

Meeting Date: N/A

Approvals

Task History

Attachments

6 Here is the first page of the "**Closure Form**"

Here, it asks if you would like to close the study before the expiration date.

If so, click the "**Yes**" field.

The screenshot shows a web-based application for managing study submissions. At the top, there is a navigation bar with links for Dashboard, Studies, Submissions, and Tasks. Below the navigation bar, the page title is "Example IRB Submission in Cayuse - Closure". On the left side, there is a sidebar with a "Sections" heading and a "Project Closure" section, which is highlighted with a dark blue background. The main content area is titled "Project Closure". Below this, there is a question: "Do you *wish* to close this study before the expiration date?". Underneath the question are two radio buttons: "Yes" and "No". The "Yes" radio button is highlighted with an orange circle, indicating it is the selected or intended choice.

IRB NUMBER: IRB-26-66

◀ SUBMISSION DETAILS Example IRB Submission in Cayuse - Closure

Sections

Project Closure

Project Closure

* Closing Study

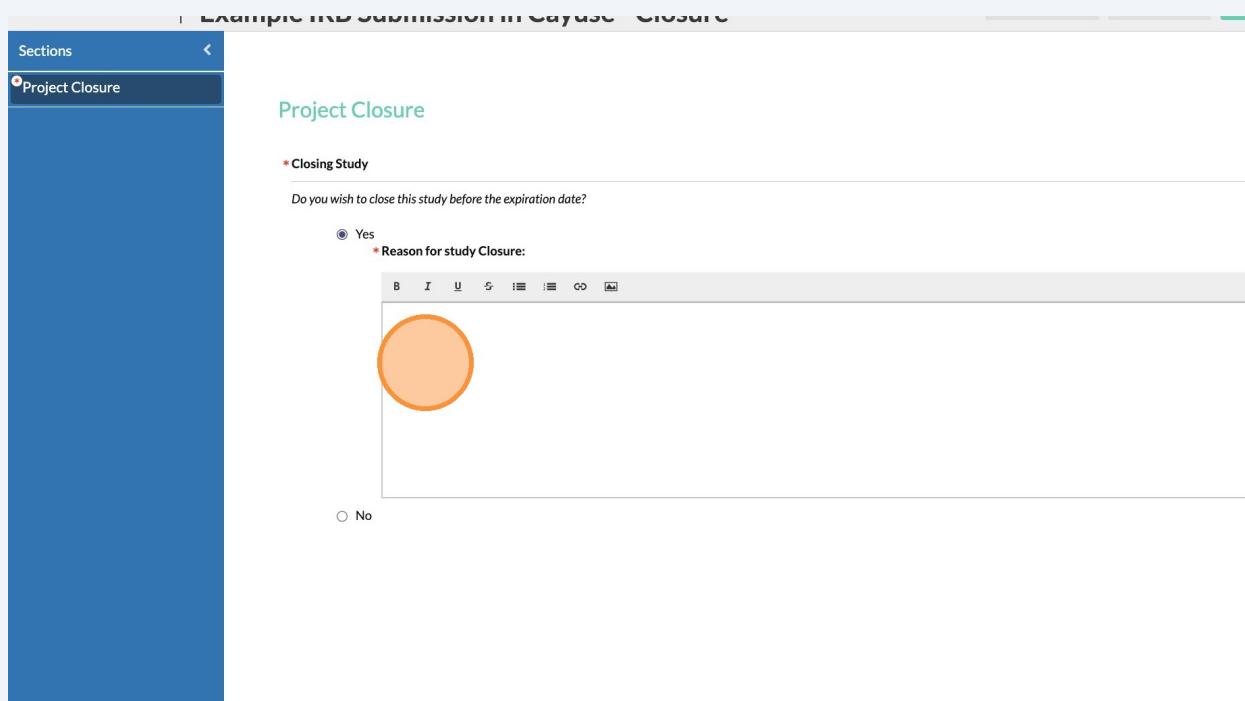
Do you *wish* to close this study before the expiration date?

Yes

No

7 Navigate to the "**Closing Study**" section.

Please provide commentary on your reason for closing the study.



Example IRB Submission in Cayuse - Closure

Sections ▾

Project Closure

*** Closing Study**

Do you wish to close this study before the expiration date?

Yes

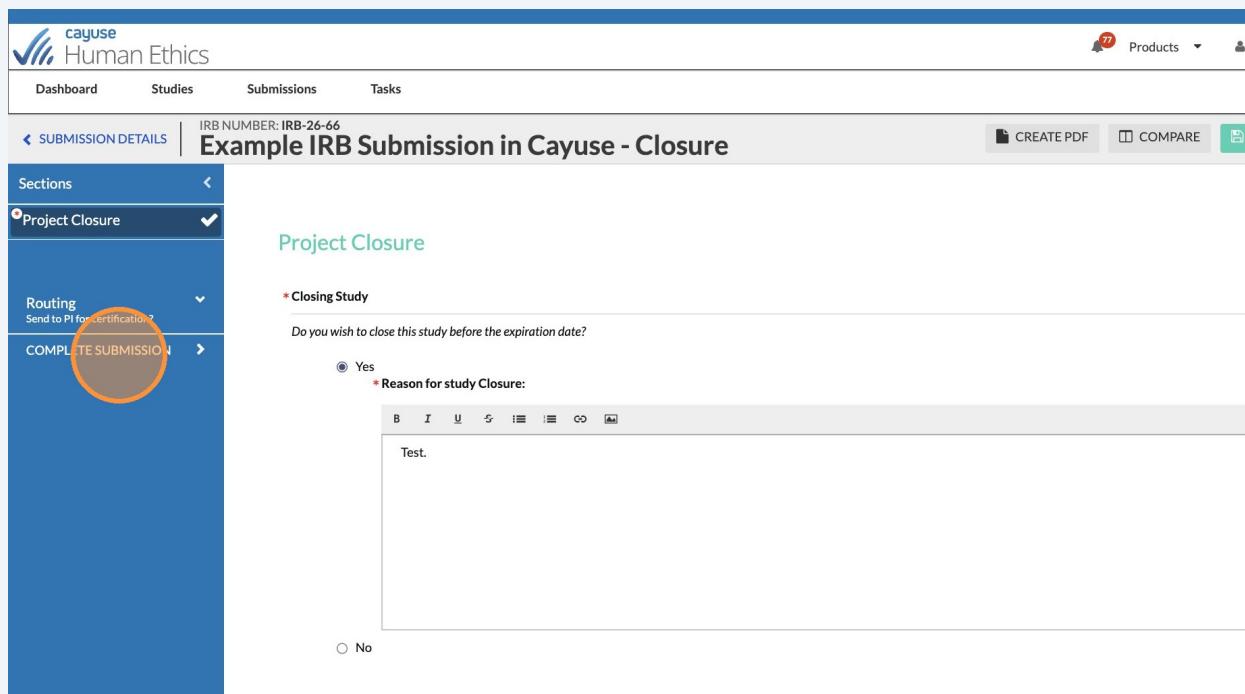
No

* Reason for study Closure:

Test.

8 Locate the "**Complete Submission**" tab on the bottom left hand side of your screen.

Click "**Complete Submission**"



cayuse Human Ethics

Dashboard Studies Submissions Tasks

IRB NUMBER: IRB-26-66 Example IRB Submission in Cayuse - Closure

CREATE PDF COMPARE

◀ SUBMISSION DETAILS Sections ▾

Project Closure

*** Closing Study**

Do you wish to close this study before the expiration date?

Yes

No

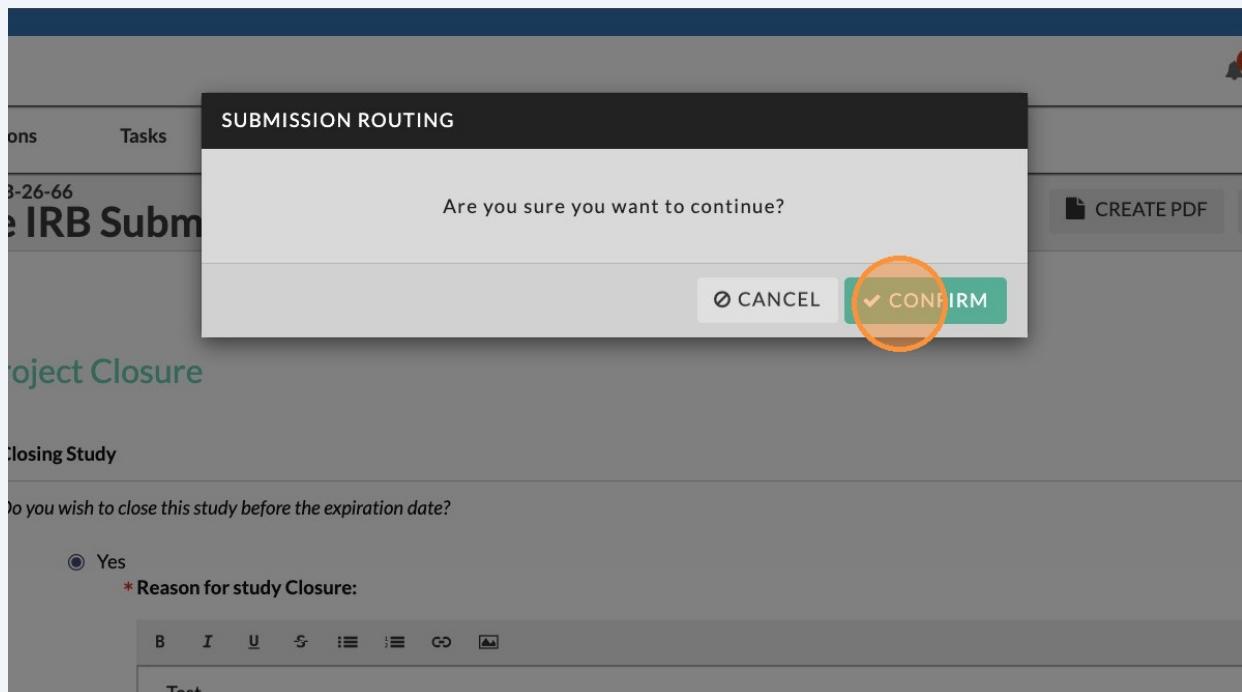
* Reason for study Closure:

Test.

Routing
Send to PI for verification? ▾

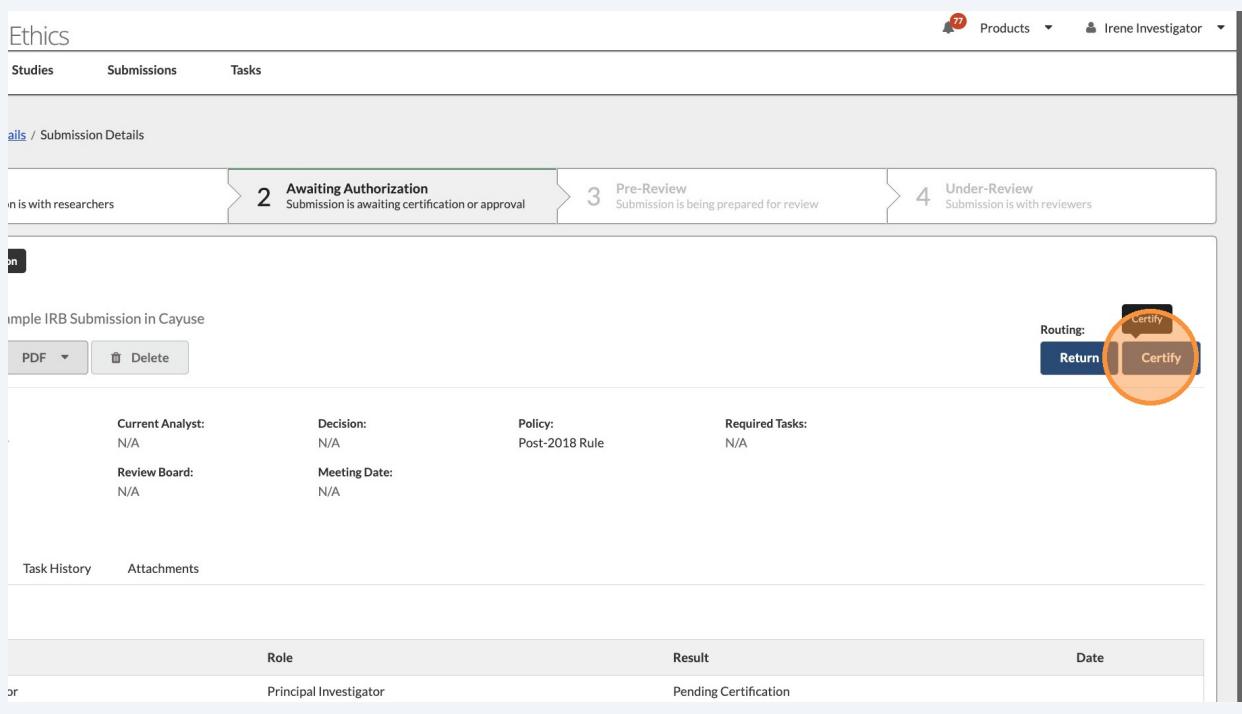
COMPLETE SUBMISSION ▾

9 Click "Confirm"



10 Click "Certify" to submit the request.

Click "Return" to continue editing the form.



11 Click "**Confirm**" if you agree to the statements presented.

N/A	N/A	Post-2018 Rule	N/A
Review Board: N/A	Meeting Date: N/A	Certify	
story	Attachment	 I confirm that I have the proper training, expertise and resources to conduct this study. I understand and accept my responsibilities as the Principal Investigator and Primary Contact for this study. I confirm that I have no significant financial conflict of interest in this project or have disclosed a conflict per institutional policies and federal requirements. I confirm that the information provided in this application is true, complete, and accurate to the best of my knowledge; that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and agree to accept responsibility for the oversight and scientific conduct of the project.	
<div style="text-align: right;">Cancel Confirm</div>			