

# How to Submit Closure Form on Cayuse



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 screenshot displays the Cayuse Dashboard interface. At the top, there are navigation tabs: Dashboard, Studies, Submissions, and Tasks. A '+ New Study' button is located in the top right corner. Below the tabs, there are five status cards: 'In-Draft', 'Awaiting Authorization', 'Pre-Review', 'Under Review', and 'Post Review', each with an icon and a right-pointing arrow. The main content area is divided into several sections:

- My Studies:** A table listing studies with IRB numbers and descriptions. A 'View All' button is at the bottom.
- My Tasks:** A table listing tasks with IRB numbers and descriptions. A 'View All' button is at the bottom.
- Submissions by Type:** A table showing counts for various submission types.
- Approved Studies:** A table listing approved studies with IRB numbers and descriptions. A 'View All' button is at the bottom.
- Studies Expiring in 30 days:** A section showing a smiley face icon and the text 'No Expiring Studies'.
- Expired Studies:** A section showing a smiley face icon and the text 'No Expired Studies'.

Submission Type	Count
Renewal	3
Initial	39
Modification	3
Incident	3
Withdrawal	0
Closure	1
Legacy	0


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

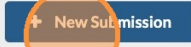
<a href="#">IRB-26-64</a>	Example IRB Submission in Cayuse	<a href="#">IRB-26-63</a>	Complete Submission
<a href="#">IRB-26-60</a>	Overview Sample 1	<a href="#">IRB-26-62</a>	View Submission
View All		View All	
<b>Approved Studies</b>		<b>Studies Expiring in 30 days</b>	
<a href="#">IRB-26-66</a>	Example IRB Submission in Cayuse	 No Expiring Studies	
<a href="#">IRB-26-60</a>	Overview Sample 1		
<a href="#">IRB-25-35</a>	Training Video		
<a href="#">IRB-25-15</a>	Workflow Example 3		
<a href="#">IRB-FY2026-9</a>	Workflow Example 1		
View All			

3

Click "**New Submission**"

 27
 Products

 Irene Investigator



Submissions

ization:  
 l of Professional  
 1g  
 nt Policy  
 2018 Rule

Active  
 Submissions:  
[Modification](#)  
[Renewal](#)  
 Sponsors:  
 N/A

## 4 Click "Closure"

The screenshot shows the 'Ethics' system interface. At the top, there's a navigation bar with 'Studies', 'Submissions', and 'Tasks'. Below this, the 'Study Details' tab is active. On the right side of the 'Study Details' tab, there's a dropdown menu with options 'Incident' and 'Closure'. The 'Closure' option is highlighted with an orange circle. Below the tabs, there's a section titled 'Example IRB Submission in Cayuse' with a 'Delete' button. Further down, there's a table with submission details:

Expiration Date:	01-12-2027	Organization:	School of Professional Nursing	Active Submissions:	<a href="#">Modification</a>
Closed Date:	N/A	Current Policy:	Post-2018 Rule	<a href="#">Renewal</a>	
		Sponsors:	N/A		

Below the table, there's an 'Attachments' section with a table listing roles and emails:

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

## 5 Click "Edit"

The screenshot shows the 'Submission Details' page. At the top, there's a breadcrumb trail: 'Studies / Study Details / Submission Details'. Below this, there's a progress bar with three stages: '1 In-Draft Submission is with researchers', '2 Awaiting Authorization Submission is awaiting certification or approval', and '3 Pre-Review Submission'. Below the progress bar, there's a red banner that says 'Unsubmitted'. Below the banner, there's a section titled 'Closure' with the subtitle 'IRB-26-66 - Example IRB Submission in Cayuse'. Below this, there's a row of buttons: 'Edit' (highlighted with an orange circle), 'PDF', and 'Delete'. Below the buttons, there's a table with submission details:

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		

At the bottom, there's a navigation bar with 'Approvals', 'Task History', and '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.

Dashboard Studies Submissions Tasks

← SUBMISSION DETAILS | IRB NUMBER: IRB-26-66

## 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.

Sections <

Project Closure

Project Closure

\* Closing Study

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

☒ Yes

\* Reason for study Closure:

B I U

☐ No

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

Sections <

Project Closure ✓

Routing Send to PI for certification?

COMPLETE SUBMISSION >

Project Closure

\* Closing Study

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

☒ Yes

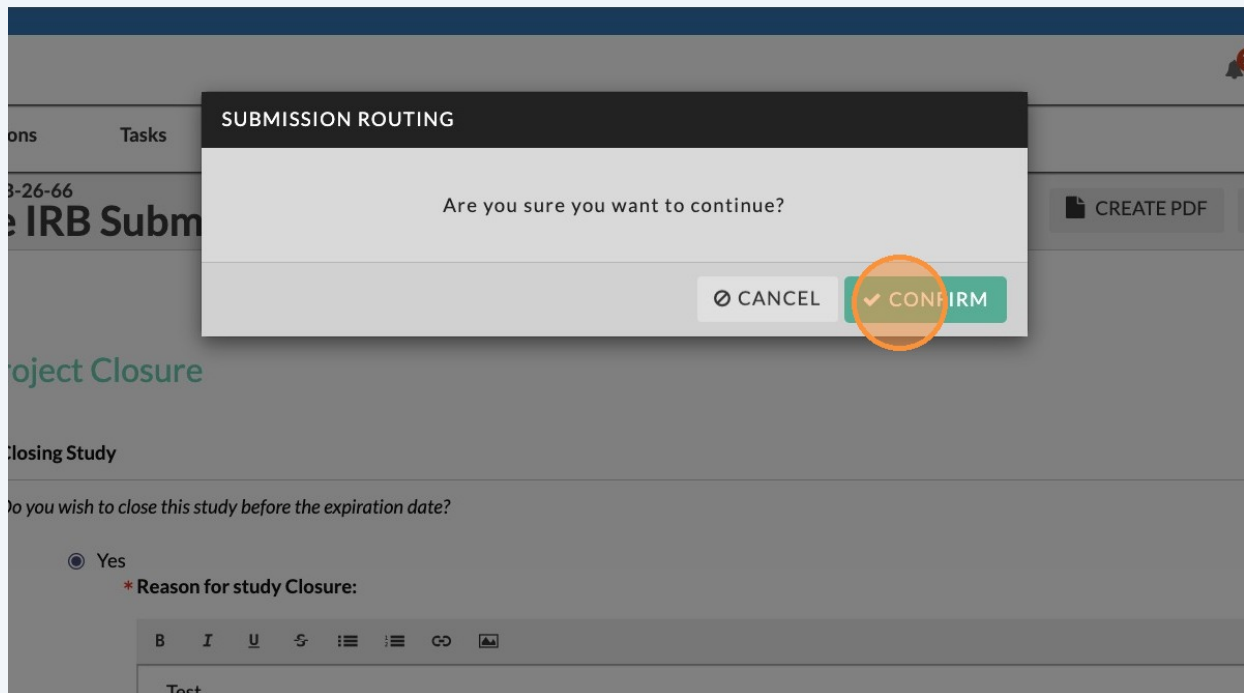
\* Reason for study Closure:

B I U

Test.

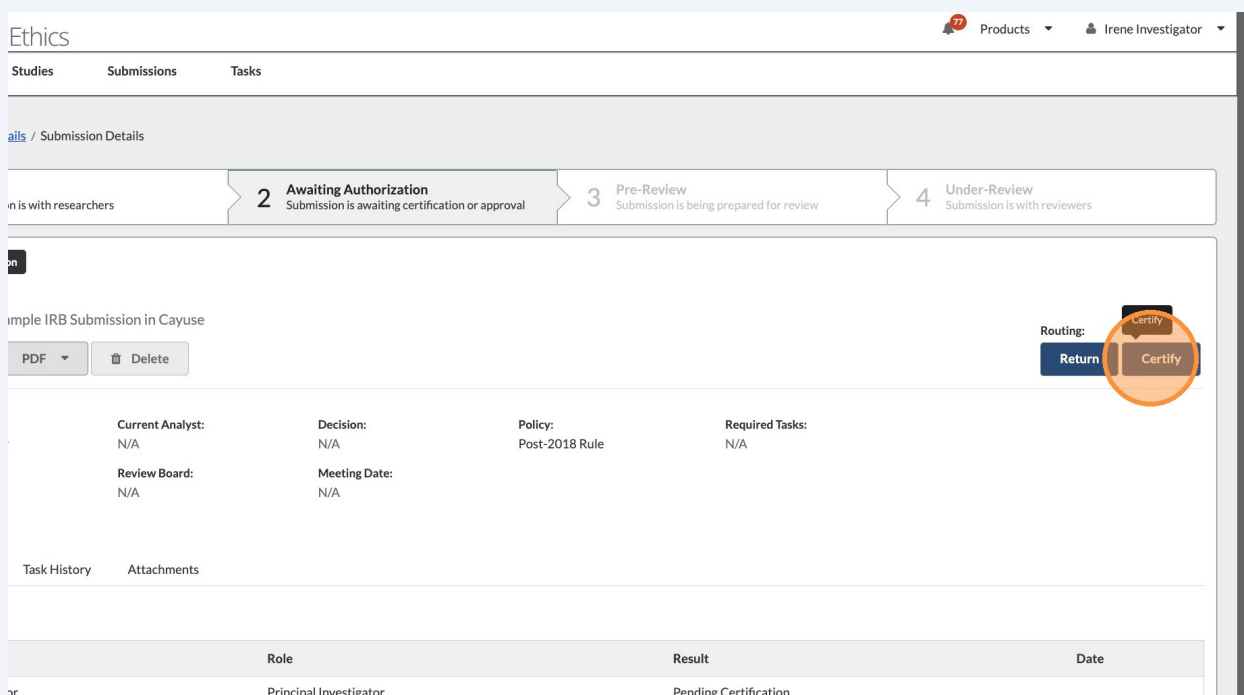
☐ No

## 9 Click "Confirm"

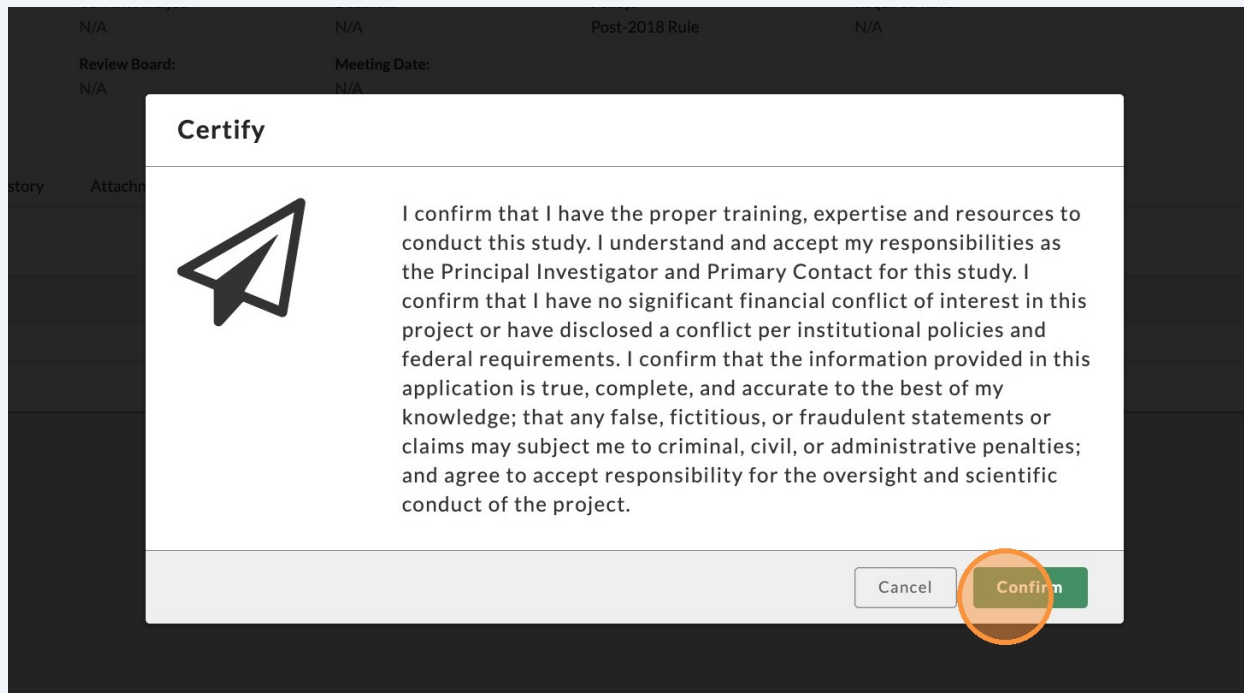


## 10 Click "Certify" to submit the request.

Click "Return" to continue editing the form.



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



The screenshot shows a dark-themed application window with a modal dialog box titled "Certify". The dialog box has a white background and a thin border. On the left side of the dialog, there is a large, stylized paper airplane icon. To the right of the icon, there is a paragraph of text: "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." At the bottom right of the dialog box, there are two buttons: a light gray "Cancel" button and a green "Confirm" button. The "Confirm" button is highlighted with an orange circle. The background of the application window is dark gray and contains some faint text, including "Review Board:", "Meeting Date:", "Post-2018 Rule", and "N/A".