How Do I Submit a Closure?

- Login to Cayuse Human Ethics
- Click "Cayuse IRB" (Human Studies Compliance)
- Once on your dashboard, go to "my studies"
- Click the study number you wish to close
- Click "new submission"
- Click "closure"
- Click "complete submission"
- Complete the closure application
- When finished, click "Complete Submission" (bottom left-hand side)
- Click "confirm"
- **If the PI**, click "certify" to certify the submission - click "confirm" to complete the certification
- **If a student PI or study team member completing the modification on behalf of the PI**, a notification will be sent to the PI/Faculty advisor that they have a submission awaiting certification
- When the PI/faculty advisor logs into the system, they can access the closure submission under "My Studies" or under "Awaiting Authorization" – Click on "closure" – click "certify" - Click "confirm" to finalize certification