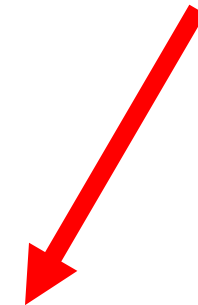


# Closure Request

Cayuse IRB

**Office:** 657-278-7719  
**Email:** [irb@fullerton.edu](mailto:irb@fullerton.edu)  
**Titan Hall ASC-232**



Link: [Cayuse IRB Log-In](#)

# How to use this tutorial


- This tutorial is for researchers (PIs) who **already have an approved** IRB protocol and wish to close out the study.


Log into Cayuse IRB:


<https://fullerton.cayuse424.com/rs/irb>

+ New Study

 **0**  
In-Draft

 **0**  
Awaiting  
Authorization

 **0**  
Pre-Review


 **0**  
Under Review

**My Studies**

<a href="#">HSR-22-23-68</a>	Test Study
------------------------------	------------

[View All](#)

**My Tasks**

  
All Tasks Complete

**Submissions by Type**

Renewal	0
Initial	1
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

**Approved Studies**

<a href="#">HSR-22-23-68</a>	Test Study
------------------------------	------------

**Studies Expiring in** 30 days ▾

**Expired Studies**

Click to access the study you want to close



+ New Submission

Study Details

Submissions

Approved

HSR-22-23-68 Test Study

PDF Delete

Approval Date: 08-17-2022	Expiration Date: N/A	Organization: Child & Adolescent Studies Current Policy Post-2018 Rule	Active Submissions: N/A Sponsors: N/A
Admin Check-In Date: N/A	Closed Date: N/A		

You'll be taken to this page.  
Click on the blue button for  
"+ New Submission"



Key Contacts ⓘ

Attachments

Team Member	Role	Number	Email
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+ New Submission

Study Details

Submissions

Approved

HSR-22-23-68 Test Study

PDF

Delete

Select Closure

- Renewal
- Modification
- Incident
- Closure

Approval Date:  
08-17-2022

Expiration Date:  
N/A

Organization:  
Child & Adolescent  
Studies  
Current Policy  
Post-2018 Rule

Active  
Submissions:  
Sponsors:

Admin Check-In Date:  
N/A

Closed Date:  
N/A

Key Contacts ⓘ

Attachments

Team Member

Role

**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

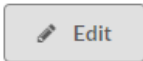
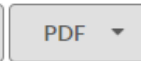
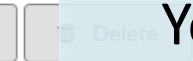
**Closure** = you are finished collecting data for the study



Unsubmitted

### Closure

HSR-22-23-68 - Test Study

 Edit  PDF  Delete

You're taken to this page.  
Click on "Edit" to provide a  
final progress report to close  
out the study.



PI:  
Review Type:  
N/A

Current Analyst:  
N/A

Decision:  
N/A

Policy:  
2018 Rule

Review Board:  
N/A

Meeting Date:  
N/A

Required Tasks:  
[Complete Submission](#)

Approvals Task History Attachments

### Research Team

Name	Role	Result	Date



Sections <

✖ Closure Request Fo... ✓

Routing  
Send to PI for certification? ▾

COMPLETE SUBMISSION >

## Closure Request Form

1. Fill out the form

### \* FINAL PROGRESS REPORT

*In ~250 words provide a final overview of your study.*

B I U ↻ ☰ ☰ ☰ 🖼

2. When you have completed the  
“Closure Request Form”, click on  
“Complete Submission”

IRB NUMBER: HSR-22-23-68

## Test Study - Closure

← SUBMISSION DETAILS

Sections <

Closure Request Fo... ✓

Routing Send to PI for certification? ▾

COMPLETE SUBMISSION >

### SUBMISSION ROUTING

Are you sure you want to continue?

⊘ CANCEL

✓ CONFIRM

CREATE PDF

COMPARE

SAVE

### Closure Request Form

\*FINAL PROGRESS REPORT

*In ~250 words provide a final overview of your study.*

B I U ↺ ☰ ☷ ↻ 🖼

...

Click on  
"CONFIRM"





Awaiting Certification

Closure

HSR-22-23-68 - Test Study

View PDF Delete

Routing:  
Return Certify

PI: Current Analyst: Decision:  
N/A N/A N/A

Review Type: Review Board: Meeting Date:  
N/A N/A N/A

You will then be redirected to the submission details page. You will need to “**CERTIFY**” to finalize the submission. Certification says you knowingly mean to take this action (to renew, amend/modify, or close).



Approvals Task History Attachments

Research Team

Name	Role	Result	Date
------	------	--------	------



## Certify



As Principal Investigator of this study, I assure the IRB that the following statements are true:

The information provided in this form is correct.

I have evaluated this protocol and determined that I have the resources necessary to protect participants, such as adequate funding, appropriately trained staff, and necessary facilities and equipment.

I will seek and obtain prior written approval from the IRB for any substantive modifications in the proposal, including changes in procedures, co-investigators, funding agencies, etc.

I will promptly report any unexpected or otherwise significant adverse events or unanticipated problems or incidents that may occur in the course of this study.

I will report in writing any significant new findings which develop in the course of this study which may affect the risks and benefits to participation.

I will not begin my research until I have received written notification of final IRB approval.

I will comply with all IRB requests to report on the status of the study.

I will maintain records of this research according to IRB guidelines.

The grant that I have submitted to my funding agency which is submitted with this IRB submission accurately and completely reflects what is contained in this application.

In the case of student protocols, the faculty adviser and the student share responsibility for adherence to policies.

If these conditions are not met, I understand that approval of research could be suspended or terminated.

Cancel

Confirm

After you have clicked “**Certify**” under the Submission Details page, review the PI Certification Statement. After you read the statement click “**Confirm**”





Under Pre-Review

Closure

HSR-22-23-68 - Test Study

View PDF Delete

PI:	Current Analyst: N/A	Decision: N/A
Review Type: N/A	Review Board: N/A	Meeting Date: N/A

Approvals Task History Attachments

Research Team

Name	Role	Result	Date

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

IRB Office: [irb@fullerton.edu](mailto:irb@fullerton.edu)  
or **(657) 278-7719**