

Withdrawal Request

Cayuse IRB

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Email: irb@fullerton.edu
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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 withdraw their study.

+ New Study

Click to access the study you want to withdraw


 In-Draft **0** Awaiting Authorization **0**

 Pre-Review **1**

 Under Review **0**

My Studies	
HSR-22-23-76	Test Protocol
HSR-22-23-68	Test Study
View All	

My Tasks



All Tasks Complete

Submissions by Type	
Renewal	0
Initial	2
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

Approved Studies	
HSR-22-23-68	Test Study

Studies Expiring in 30 days ▾

Expired Studies



[+ New Submission](#)

Study Details Submissions

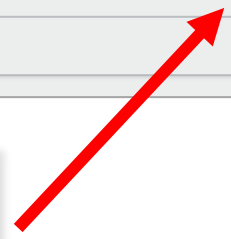
Submitted


HSR-22-23-76 Test Protocol

 PDF  Delete

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

You'll be taken to this page. Click on "+ New Submission"



Key Contacts 

Attachments

Team Member	Role	Number	Email
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Submitted

HSR-22-23-76 Test Protocol

PDF Delete

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

Select
Withdrawal



Withdrawal = A withdrawal submission notifies the Research Compliance Office that you no longer wish to submit your initial submission and want to withdraw the study.

Key Contacts ⓘ

Attachments

Team Member	Role	Number	Email
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casuse
Human Ethics

Dashboard Studies Submissions Tasks

Studies Study Details

Study Details

Submitted

Withdrawal

HSR-22-23-76 Test Protocol

PDF

Approval Date: N/A Expiration Date: N/A

Admin Check-In Date: N/A Closed Date: N/A

Organization: Child & Adolescent Studies

Current Policy Post-2018 Rule

Active Submissions: Initial

Sponsors: N/A

Cancel Withdraw

Key Contacts Attachments

Team Member	Role	Number	Email

?

A pop-up screen will appear asking you to confirm that you wish to withdraw your submission. Click on **“Withdraw”** if you wish to continue





Unsubmitted

Withdrawal

HSR-22-23-76 - Test Protocol

Edit PDF Delete



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: Post-2018 Rule
 Required Tasks: [Complete Submission](#)

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
No entries.			



Sections

Withdrawal Reque... ✓

Routing
Send to PI for certification?

COMPLETE SUBMISSION >

Withdrawal Request Form

1. Fill out the form

* 1. Briefly explain why you wish to withdraw the study from further consideration.

B I U 

|

2. When you have completed the "Withdrawal Request Form", click on "Complete Submission"

SUBMISSION ROUTING

Are you sure you want to continue?

CANCEL

CONFIRM

CREATE PDF

COMPARE

SAVE

< >

SUBMISSION DETAILS

IRB NUMBER: HSR-22-23-76

Test Protocol - Withd

Sections

Withdrawal Reque...

Routing

Send to PI for certification?

COMPLETE SUBMISSION

Withdrawal Request Form

- * 1. Briefly explain why you wish to withdraw the study from further consideration.

B I U S : : G A

...

Click on
"CONFIRM"



Awaiting Certification

Withdrawal

HSR-22-23-76 - Test Protocol

View PDF Delete

Routing:

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

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

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
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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).



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

Withdrawal

HSR-22-23-76 - Test Protocol

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

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

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
or **(657) 278-7719**