



Cayuse Human Ethics:
Closure Submission

Closure Request

How to create and submit an closure request

cayuse Human Ethics Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

On the Dashboard, click here to view your studies

+ New Study

8 In-Draft **0 Awaiting Authorization** **0 Pre-Review** **2 Under Review**

My Studies

IRB#	Study Title	Status
IRB-FY2019-		
IRB-FY2021-		
IRB-FY2021-		
IRB-FY2020-		
IRB-FY2019-		
IRB-FY2019-		
IRB-FY2019-		

View All

My Tasks

IRB#	Task
IRB-FY2021-	Complete Submission
IRB-FY2020-	Complete Submission
IRB-FY2019-	Complete Submission
IRB-FY2019-	Complete Submission
IRB-FY2019-	Complete Submission

View All

Submissions by Type

Type	Count
Renewal	0
Initial	11
Modification	0
Incident	0
Withdrawal	1
Closure	0
Legacy	0

Approved Studies

IRB#	Study Title
IRB-FY2018-	Test Study

Studies Expiring in 30 days

Expired Studies

IRB#	Study Title
IRB-FY2012-	

cayuse Human Ethics Role: Researcher

Dashboard **Studies** Submissions Tasks Meetings Reporting More

+ New Study

Active **Archive**

Q Click to search

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
IRB-FY2021-		Unsubmitted		N/A	N/A	02-16-2021
IRB-FY2020-		Unsubmitted		N/A	N/A	10-16-2019
IRB-FY2019-		Unsubmitted		N/A	N/A	04-18-2019
IRB-FY2019-		Under Review		N/A	N/A	04-03-2019
IRB-FY2019-		Unsubmitted		N/A	N/A	03-01-2019
IRB-FY2019-		Unsubmitted		N/A	N/A	12-21-2018
IRB-FY2019-		Expired		12-11-2019	N/A	12-11-2018
IRB-FY2019-		Requires Changes		N/A	N/A	12-11-2018
IRB-FY2018-		Unsubmitted		N/A	N/A	08-22-2018

Click on the Study which will be Closed

causer Human Ethics

Role: Researcher

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Studies Study Details

+ New Submission

Renewal
Modification
Incident
Closure

Under Review

IRB-FY2019-

PDF Delete

Approval Date: N/A Expiration Date: N/A Organization: PROVOST - Vice Provost for Research (VPR) Active Submission: Initial Personal Flags: Withdrawal

Admin Check-In Date: N/A Closed Date: N/A Current Policy: Post-2018 Rule Sponsors: N/A

Key Contacts: Attachments Flags

Team Member	Role	Number	Email
	Principal Investigator		
	Primary Contact		

Click "New Submission" then click "Closure"

causer Human Ethics

IRBResearcher

Dashboard Studies Submissions Tasks

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 is being prepared for review 4 Under-Review Submission is with reviewers

Unsubmitted

Closure

IRB-FY17-9 - The Sample Study Test Test

Edit PDF Delete

Pt: N/A Current Analyst: N/A Decision: N/A Policy: Pre-2018 Rule Required Tasks: Complete Submission

Review Type: N/A Review Board: N/A

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
No entries.			

Click here to begin editing the submission

Study Closures

- Complete all sections on the left menu
- Submit when complete
- Will follow same process as modifications, renewals, and incidents by being routed to the PI for certification prior to review by the IRB.
- Once closed, there is no re-opening the study.

cayuse Human Ethics IRB NUMBER: IRB-FY17-9

Dashboard Studies Submissions Tasks

< SUBMISSION DETAILS The Sample Study Test Test - Closure CREATE PDF COMPARE SAVE < >

Sections <

Section 1 General I... ✓

Section 2 Subjects ✓

Routing Send to PI for certification? ✓

COMPLETE SUBMISSION

Section 1 General Information

Closure of a study means that no further research, follow-up, or analysis of identifiable data will be performed. If enrollment or participation of subjects is ongoing, the study may not be closed. A study is not closed simply because no additional subjects will be enrolled.

For federally-funded research, all research-related records must be maintained in your files for a minimum of three (3) years following the completion of the research, and filing of the final financial report. Other sponsors may have different retention periods; if uncertain, please check the sponsor's requirements.

• Reason for closure (check all that apply)

☒ The study was never undertaken (no subjects were enrolled or data were collected).

☐ Investigator is no longer at NYU.

Note: If student research, faculty sponsor must submit study closure.

☐ Data collection has ceased and there is no ongoing data analysis/or follow-up of subjects.

☐ The study is being withdrawn.

☐ The sponsor, another IRB, or other regulatory agency has terminated the study. You must attach all relevant documentation from the terminating party.

☐ Study will be incorporated into a new protocol.

☐ Study is being incorporated into an existing protocol.

• Summarize the final findings of your study.

When finished, click "COMPLETE SUBMISSION" to send to the PI for certification

Get Help – IRB Staff Consultations

- Virtual Office Hours
 - Wednesdays at 11am –12:00pm
 - By appointment
- IRB Chat via Teams
- IRB Help Line:
 - 937-775-4462
- Email: irb-rsp@wright.edu

