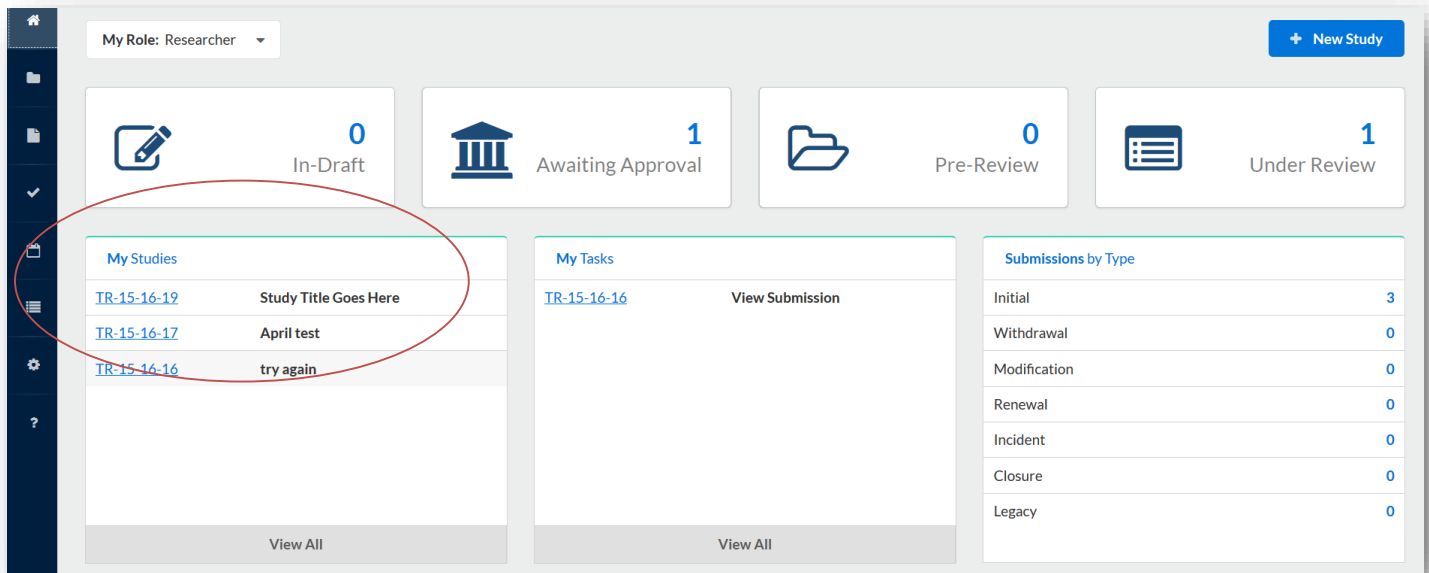


IRB Protocol Closure Submission Cheat Sheet

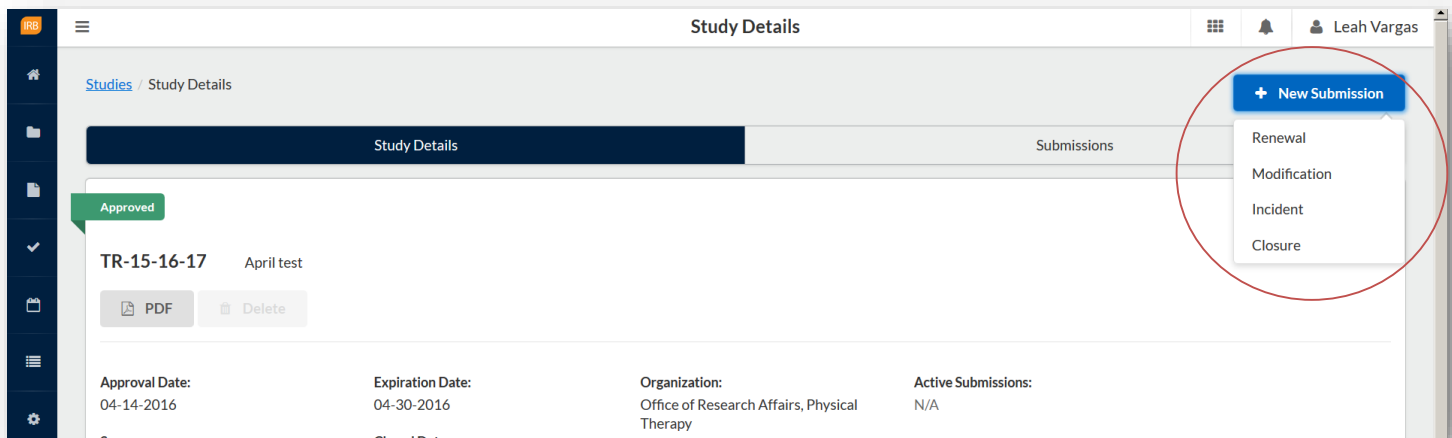
Closure – when your study is complete, use this submission to close the study.
Cayuse IRB will automatically remind you of upcoming expirations.

Making a New Closure Submission:

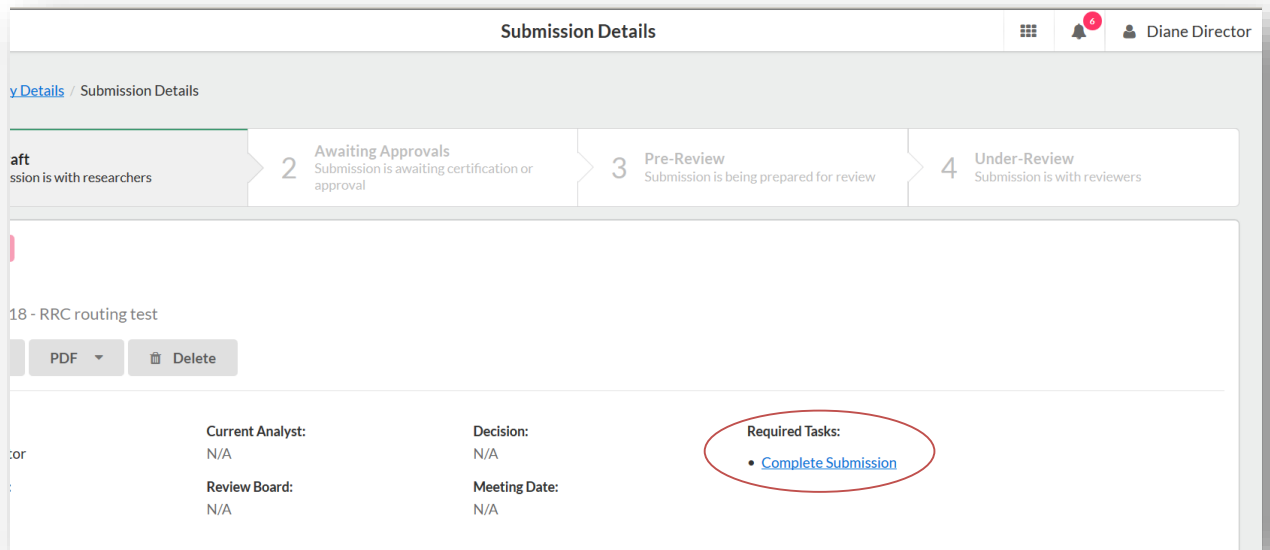
1. If you need to submit a request to close out your study, login to Cayuse IRB using your CSUEB username and password (<https://csueastbay.cayuse424.com>) and select your study under *My Studies*.



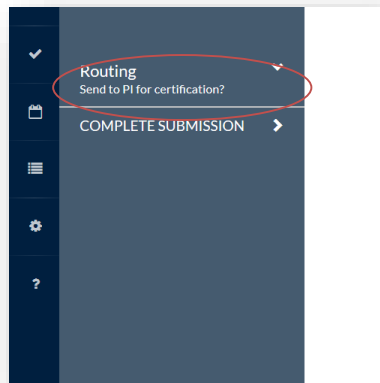
2. Select *New Submission* and choose the appropriate application for your circumstance.



- Just like the initial submission, your new submission will have a list of Required Tasks for you to complete before you can submit.



- Enter the required information and select COMPLETE SUBMISSION >



5. You will need to confirm the submission and will be brought back to your Submission Details. Click Certify to “sign” the submission and send it to the IRB.

The screenshot shows a web interface titled "Submission Details". At the top right, there is a user profile for "Diane Director" and a notification bell with a red circle containing the number "7". Below the title bar, there is a progress bar with three steps: "2 Awaiting Approvals" (highlighted), "3 Pre-Review", and "4 Under-Review". Below the progress bar, there is a "Routing:" section with two buttons: "Return" and "Certify". The "Certify" button is circled in red. Below the routing section, there is a table with the following information:

Current Analyst:	Decision:	Required Tasks:
N/A	N/A	N/A
Review Board:	Meeting Date:	
N/A	N/A	

For questions, please contact Anne Wing at (510) 885-4212 or irb@csueastbay.edu.