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 (<u>https://csueastbay.cayuse424.com</u>) and select your study under My *Studies*.

*	My Role: Researcher	•						+ New Study
•		0 In-Draft	1 Awaiting Approval		Pre-R	O Review		1 Under Review
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*	<u>TR-15-16-16</u>	try again				Modification		0
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2. Select *New Submission* and choose the appropriate application for your circumstance.

IRB	=		Study Details			Leah Vargas
*	Studies / Study Details					+ New Submission
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	Approval Date:	Expiration Date:	Organization:	Active Submissions:		
٠	04-14-2016	04-30-2016	Office of Research Affairs, Physical Therapy	N/A		

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

	Submission Det	ails		III A [®]	Diane Director
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4. 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.

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For questions, please contact Tina Avilla at (510) 885-4476 or irb@csueastbay.edu.