Closure Submission Instructional Resource

Purpose of this resource: To show SHSU investigators how to create a closure submission in Cayuse IRB.

On the Study Details page, you will be allowed to create a closure submission.

1. From your Dashboard, click Studies

   ![Dashboard Image]

   - Dashboard
   - Studies
   - Submissions
   - Tasks

2. Find the study you would like to create a closure for and click on the study number (the study must be approved).

   ![Study Table]

<table>
<thead>
<tr>
<th>IRB#</th>
<th>Study Title</th>
<th>Status</th>
<th>PI</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRB:FY21-39</td>
<td>Study One</td>
<td>Approved</td>
<td>Researcher One</td>
</tr>
<tr>
<td>IRB:FY21-26</td>
<td>Study Two</td>
<td>Approved</td>
<td>Researcher Two</td>
</tr>
<tr>
<td>IRB:FY21-18</td>
<td>Study Three</td>
<td>Approved</td>
<td>Researcher Two</td>
</tr>
</tbody>
</table>

3. In the right corner of the Study Details page, click New Submission. A drop-down menu will appear. Click Closure
4. Click **Edit** to begin your closure submission.
5. Filling out your submission form, completing all required fields, and click **Complete Submission**.

NOTE: SHSU will be required to approve the closure prior to the study being marked closed.