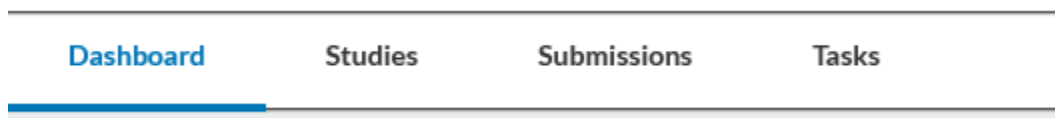


## Closure Submission Instructional Resource

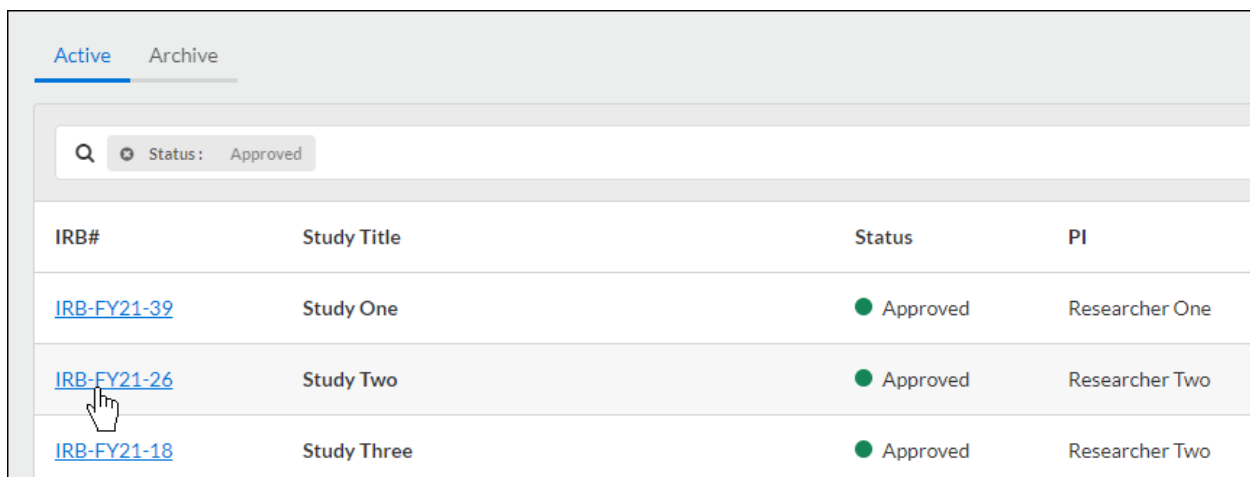
Purpose of this resource: To show SHSU investigators how to create a closure submission in Cayuse IRB.

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

1. From your Dashboard, click **Studies**



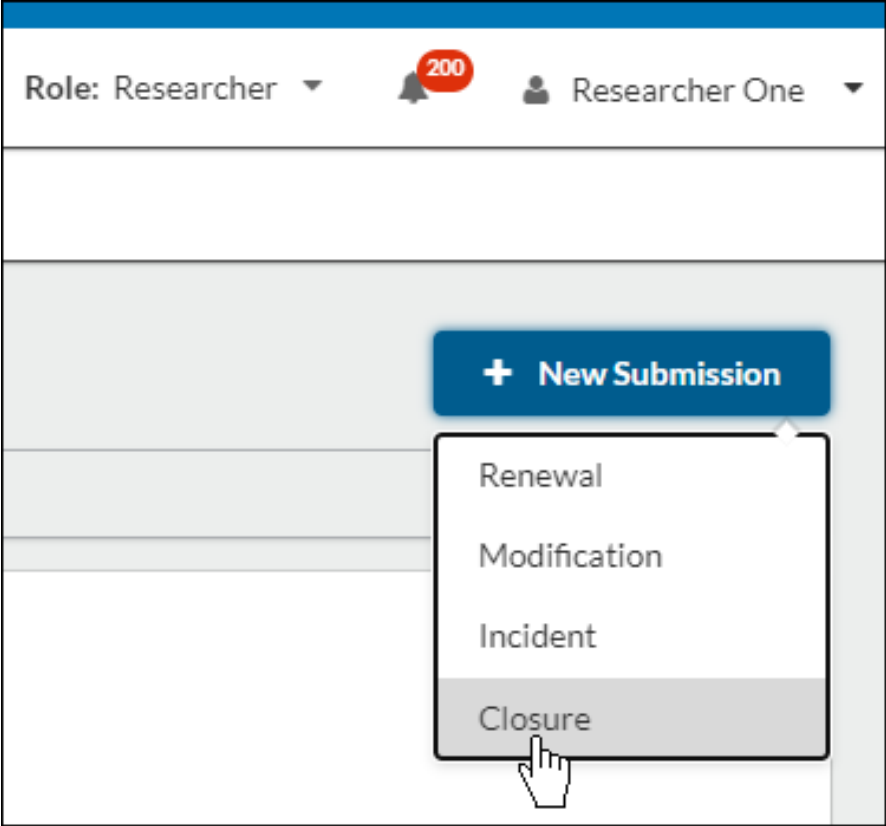
2. Find the study you would like to create a closure for and click on the study number (the study must be approved).



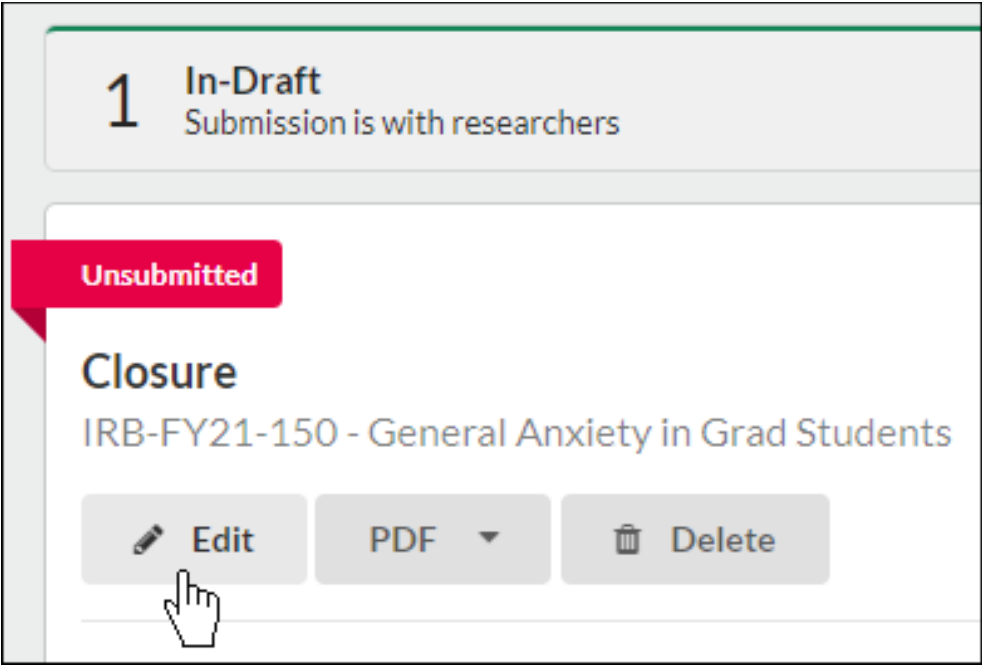
The screenshot shows the 'Active' tab of the Cayuse IRB interface. At the top, there are tabs for 'Active' and 'Archive'. Below the tabs is a search bar with a magnifying glass icon and a filter dropdown set to 'Status: Approved'. The main content is a table with four columns: 'IRB#', 'Study Title', 'Status', and 'PI'. There are three rows of data. A mouse cursor is pointing at the 'IRB-FY21-26' link in the first column of the second row.

IRB#	Study Title	Status	PI
<a href="#">IRB-FY21-39</a>	Study One	● Approved	Researcher One
<a href="#">IRB-FY21-26</a>	Study Two	● Approved	Researcher Two
<a href="#">IRB-FY21-18</a>	Study Three	● Approved	Researcher Two

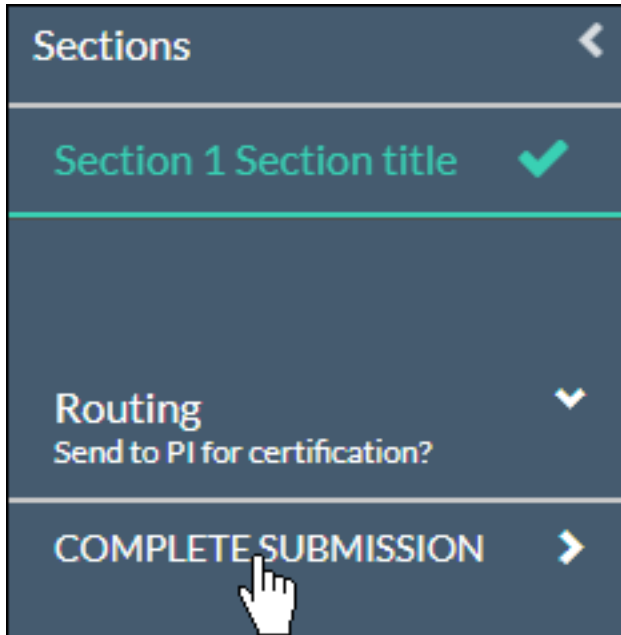
3. In the right corner of the Study Details page, click **New Submission**. A drop-down menu will appear. Click **Closure**



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.