

GOVERNORS STATE UNIVERSITY
INSTITUTIONAL REVIEW BOARD

How to Close a Study in Cayuse

1. Log-in to Cayuse IRB <https://govst.cayuse424.com>
2. Under **My studies** on the left, select the study that you want to close
3. Then click on the blue button **+ New Submission** in the upper right corner of the page
4. From the drop down menu, select **Closure**
5. You will be taken to a page for a new submission
6. Click on “Edit” to open a closure report
7. Fill out the closure form
8. Then click on “Complete Submission”
9. Next, click on “Confirm” and “Certify” to finalize the submission.
10. After you have certified your submission, you should see it under “Pre-review” which means it is with the IRB office. You will receive an email confirming the submission of the final report.