Closing your study in Cayuse

1. Open your previously approved study

![Study Details]

- Approval Date: 07-16-2020
- Expiration Date: N/A
- Admin Check-In Date: 07-16-2021
- Closed Date: N/A

2. Once you have your study open, click New Submission, then Closure (in the right-hand corner)

![New Submission]

- Renewal
- Modification
- Incident
- Closure

3. Click Edit on the left-hand side of Study Dashboard

![UnSubmitted]

- Modification
- 20-21-5 - Travel Study 3
4. Or Complete Submission on the right-hand side of Study Dashboard

   Required Tasks:
   Complete Submission

5. Complete all questions on the Closure Request section

![Closure Request Section](image)

6. Select Complete Submission

![Submit Button](image)
7. Select Certify then Confirm

8. Closure Request will be sent to IRB for review