

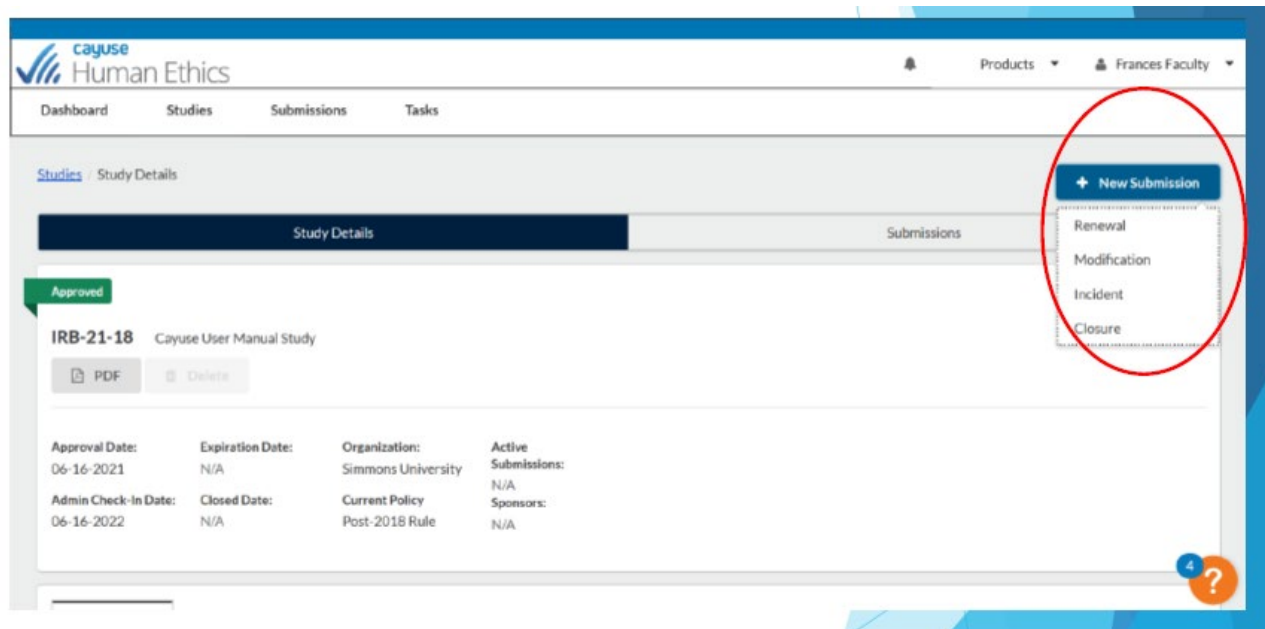
## How to Create a Closure Submission Cayuse

**When your study is closed, create a Closure Submission in Cayuse. Studies should be closed in the following situations:**

1. All research activities including data analysis and reporting are complete.
2. The PI never initiated the study.
3. The PI is leaving UNI and the study will not be transferred to another UNI PI.

**Follow these steps for closing your study.**

1. Login to Cayuse and go to your Dashboard. Select the study you wish to close from your list of Approved Studies.
2. Open the Study
3. Make sure you are in the “Study Details” section of the screen
4. At the top right corner, you will see a blue “+New Submission” button. Click on it and select “Closure.”
5. Follow the instructions to complete the form, submit, then certify.



**Things to keep in mind when closing a study:**

- If you are leaving UNI and the study is still underway it is possible to transfer the study to the new institution or to create a Modification to assign a new UNI-Principal Investigator. You should contact the IRB Administrator to discuss the best option for your study.

- It is UNI policy to keep data related to the study for five years. Please be mindful of other requirements sponsors may have related to data retainage periods.
- Faculty Advisors working with student investigators should be sure to have the study closed or (if applicable) transferred to them as the PI, prior to the student leaving campus.
- **Once a study is closed it cannot be reopened.**