Closing an Approved Protocol in Cayuse IRB

Important!! Legacy Studies Require One-time Conversion to Cayuse IRB.

Applications that were submitted or reviewed by IRB prior to August 19, 2019 are considered "legacy protocols". Though PIs will be able to see titles, approval and expiration dates in the system, the protocol content (e.g. consent forms, protocol information) will only be available in Cayuse IRB if/when study modifications and closures are requested or protocol renewals are required). Legacy studies are only visible in Cayuse IRB to the Principal Investigator until the conversion step is completed. Protocols requiring renewal will be converted into Cayuse IRB by the HRPP Office approximately 60 – 90 days prior to the expiration date.

1. Request the one time conversion to Cayuse IRB by filling out this e-form or submitting an e-mail with the study information (reference number and title) to irb@purdue.edu.

2. Purdue HRPP staff will utilize the most recent version of the submission materials to copy the study into the Cayuse IRB system. Please allow 3-5 business days for this one-time conversion step to be completed. The requestor and PI will be notified via e-mail when this step is complete.

Please contact the Purdue HRPP for assistance with any part of your submission.

Contact information and walk-in office hours: www.irb.purdue.edu/contact
For assistance with legacy protocol conversion, contact Schelly Decker or Haley Holland
In-Person Campus Training Dates (sign up required): www.irb.purdue.edu/training
E-mail: irb@purdue.edu
Phone: 765-494-5942
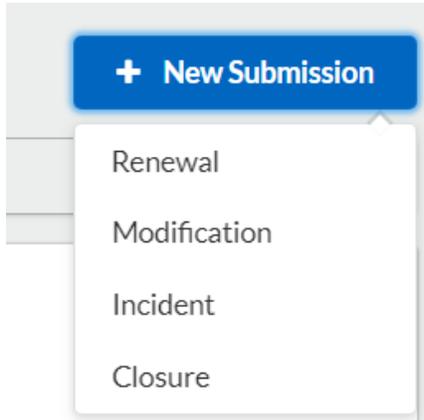

To Close an IRB Protocol in Cayuse IRB:

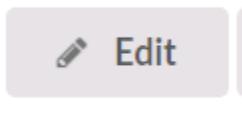**1. Go to the Approved Studies section of your dashboard and click on the study you would like to close.**
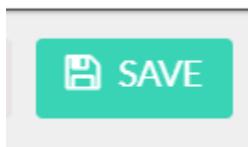
2. Go to the "New Submission" button and select "Closure" from the dropdown.

3. Click the Edit button to move to the closure form.

Complete the closure form and click the Save button. Click on "Study" to move back to the submission page.

4.   When you have finished all forms, click on "Complete Submission". This will save the submission, but the closure request will not be complete without certification from the Principal Investigator (PI).

- Complete Submission

Principal Investigator (PI) Certification

If a member of the research team other than the PI filled out the application form, start at step 1 of this section. If the PI filled out the application form, skip to step 4.

1. Login to Cayuse IRB (see Logging in to Cayuse IRB above). Notifications appear at the top of the page.

2. A list of tasks related to your IRB protocol applications will appear in the dashboard. Click on the submission requiring PI certification ("Certify Submission").

My Tasks	
IRB-2019-92	Certify Submission
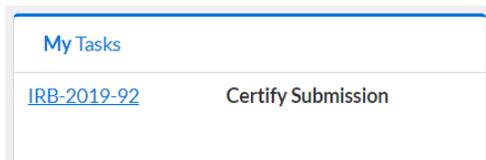
3. Click the View button to review the submission in the application form, or select PDF to review the form in one file.

4. After reviewing the content of each protocol section, the PI has two choices.

- **Return the submission to the original author for changes (this step does not send the submission to the HRPP/IRB) OR**
- **Certify the submission to be reviewed by the HRPP/IRB.**

Routing:

[Return]   [Certify]