SCREENSHOTS: SUBMITTING A CLOSURE REPORT

1. Log in to Cayuse: https://oregon-state.app.cayuse.com/

2. Ensure you are in the Cayuse HE module by clicking on “Products” and “Human Ethics”:

3. In “My Studies”, select the study you wish to close.
4. In the upper right corner, click on “New Submission” and select “Closure”.

5. Select “Edit”.
6. Complete the Closure form and ensure you have answered all question. If you do not see a white checkmark next to the section header, you have not answered a required question and must address it before the closure can be submitted.

7. When you have completed the form, click on “Complete Submission”.

8. If you are the PI, make sure you “Certify” the submission. If you are not the PI, the PI will be notified that the submission needs their certification. They need to certify before the submission will be routed to the HRPP.