Post Approval Reports and Submissions

Types of Submission after Approval:

**Modification** – you must receive approval from the IRB before implementing changes to your data collection tool, informed consent form, inclusion/exclusion criteria, incentives, subject population, methods, etc.

**Renewal** – to continue your study for another year, you must submit a renewal and receive approval before activity can continue. Cayuse IRB will automatically remind you of upcoming expirations.

**Closure** – when your study is complete, use this submission to close the study. Cayuse IRB will automatically remind you of upcoming expirations.

**Incident** – if a participant is injured or has a negative reaction due to their participation in your study, please report the incident to the IRB with this submission type.

**Withdrawal** – Only use this submission type if research has not begun and will not be conducted in the future. Withdrawn studies cannot be recovered once deleted!

Making a New Submission:

1. If you need to make one of the submission types listed above, login to Cayuse IRB using your SacLink username and password ([https://csus.cayuse424.com/rs/irb](https://csus.cayuse424.com/rs/irb)) and select your study under *My Studies.*
2. Select *New Submission* and choose the appropriate application for your circumstance.

3. Just like the initial submission, your new submission will have a list of Required Tasks for you to complete before you can submit.

4. Enter the required information and select **COMPLETE SUBMISSION >**
5. You will need to confirm the submission and will be brought back to your Submission Details. Click Certify to “sign” the submission and send it to the IRB.

6. These submission types only require confirmation from any listed Co-PIs/Faculty Advisors and will not be routed through the Department Chair/Head signature process.

Any questions can be directed to Leah Vargas at 916-278-5674 or leah.vargas@csus.edu.