



Modification, Administrative Check-In, Renewal & Closure Submissions

*Created by the Office of Research Compliance
and Regulatory Programs*

March 23rd, 2026





Types of Cayuse Submissions

- What's the first type of submission you'll make? **INITIAL**
- Need to make a change to your research team, methods, funding, or something else? **MODIFICATION**
- Is your study's administrative check-in/expiration date upcoming?
ADMINISTRATIVE CHECK-IN or RENEWAL
- Have you completed your research, including all data analysis and write up?
CLOSURE



First Thing's First...

Researchers must request a Cayuse account in order to access Cayuse. You can do so by filling out a brief survey found on our website. Once you have completed the survey, it can take between 24-48 hours for your account to be created and processed.

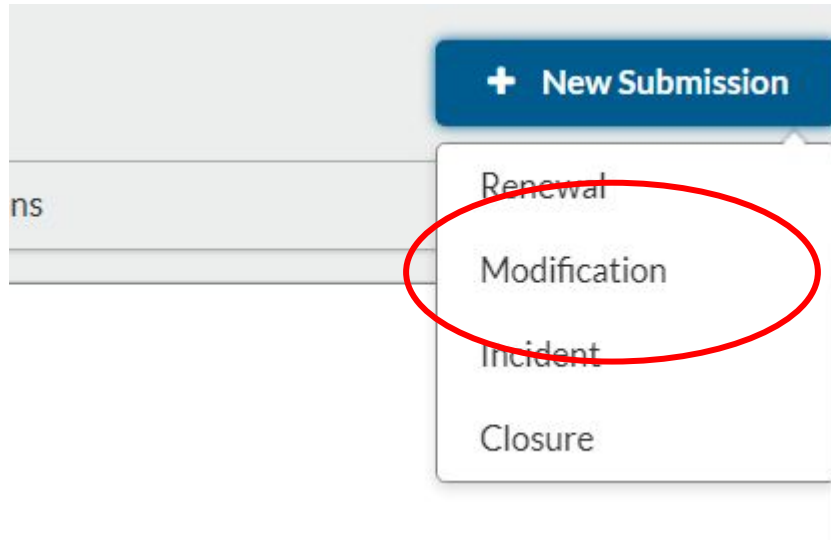


Access the survey above!

Modification Submissions



Starting a Modification Submission



Choose "Modification"



Modifications

* Modifications to this Study

Please let us know what kind of Amendment this is (SONA change, Protocol change, Add/Remove/Change of Study Personnel, Site - Add/Delete or Funding Change).

- ☐ Changes in compensation due to change in SONA credits.

- ☐ Protocol or Study Changes
- ☐ Add/Remove/Change of Study Personnel
- ☐ Site Changes
- ☐ Funding change



**You may select more than one!*



Modifications

* Modifications to this Study

Please let us know what kind of Amendment this is (SONA change, Protocol change, Add/Remove/Change of Study Personnel, Site - Add/Delete or Funding Change).

☐ Changes in compensation due to change in SONA credits.

☐ Protocol or Study Changes

☒ Add/Remove/Change of Study Personnel

Please make changes directly in the "Personnel" section of the study submission via the tabs on the left.

☐ Site Changes

☐ Funding change



When you select the type of modification you'd like to make, specific directions for what section to make the change in will appear



Protocol or Study Changes

Modifications

* Modifications to this Study

Please let us know what kind of Amendment this is (SONA change, Protocol change, Add/Remove/Change of Study Personnel, Site - Add/Delete or Funding Change).

☐ Changes in compensation due to change in SONA credits

☒ Protocol or Study Changes

1) Attach a word document listing all changes that are being made and why. DO NOT ATTACH YOUR NEW OR REVISED DOCUMENTS HERE. Those are to be added in the appropriate section of the submission.

2) Make specific changes directly in the sections of the initial study submission where they apply. (If you are adding revised documents, please delete old documents ONLY if they are no longer valid, and you never foresee using them in the future.)

Changes Attach Word document listing changes and reasoning here:

ATTACH

☐ Add/Remove/Change of Study Personnel

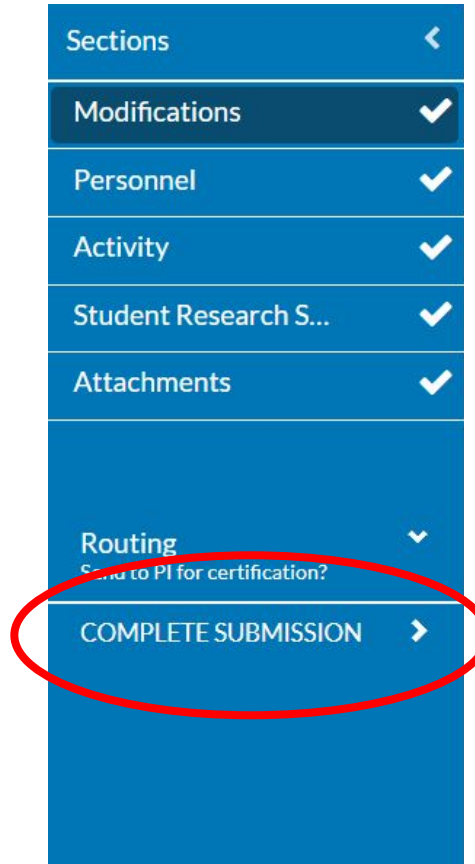
☐ Site Changes

☐ Funding change



If making a change to your overall protocol or study design, then you will have to submit a Word document explaining the exact changes you are making and in which sections

Completing your Modification Submission



A vertical list of submission sections, each with a white checkmark on the right. The sections are: Sections, Modifications, Personnel, Activity, Student Research S..., and Attachments. Below these is a 'Routing' section with a dropdown arrow and the text 'Send to PI for certification?'. At the bottom is a 'COMPLETE SUBMISSION' button with a right-pointing arrow. A red oval highlights the 'COMPLETE SUBMISSION' button, and a red arrow points from the explanatory text to it.

Sections	<
Modifications	✓
Personnel	✓
Activity	✓
Student Research S...	✓
Attachments	✓
Routing	▼
Send to PI for certification?	
COMPLETE SUBMISSION	>

When you've made all the changes to your submission necessary and each section has a white check mark, you may click the "complete submission" button to send to the IRB (or to PI for certification if you are a student leading the study with a faculty sponsor)

Administrative Check-Ins & Renewal Submissions





Administrative Check-Ins vs. Renewals

Administrative Check-In

- Exempt & Expedited initial studies
- 2 years past approval date - 1 day for faculty studies
- 1 year past approval date - 1 day for student studies
- Does not require convened review

Renewal

- Full Board initial studies
- 1 year past approval date - 1 day
- Regardless of faculty or student studies
- Requires convened review



Knowing when to Submit

Administrative Check-Ins

- ACD = 2 years past approval date - 1 day (non-student studies)
- ACD = 1 year past approval date - 1 day (student studies)
- Email notification from Cayuse 45 days prior to administrative check-in date

Renewals

- Expiration Date = 1 year past approval date - 1 day (all full board studies)
- Email notification from Cayuse 60 days prior to expiration date
- All renewals go to a full board meeting, so make sure to submit in time for full board review (if not approved in time, researchers will be required to stop all data collection/analysis until study is renewed, and possibly submit an Incident submission)

If submitting a Renewal for a full board study, please reference the IRB monthly review schedule here:



Where to Start?

Whether your study was reviewed as exempt, expedited, or full board, you need to select the 'Renewal' option here...then you will have the opportunity to select administrative check-in or renewal further into the submission

[Studies](#) / Study Details

Study Details

Submissions

Approved

IRB-FY23-24-3212 SS - Decisions, Decisions: The Influence of State Anxiety on Decision Making

PDF

Delete

Link Proposal

Approval Date: 02-14-2024	Expiration Date: 02-12-2025	Organization: Psychology	Active Submissions: N/A	Population Flags:	Additional Flags: Student-led research
Admin Check-In Date: N/A	Closed Date: N/A	Current Policy Post-2018 Rule	Sponsors: N/A		

+ New Submission

Renewal

Modification

Incident

Closure

Selecting the Correct Option

Renewal Or Administrative Check-in

You are completing this form for either a Renewal Submission or an Administrative Check- In. If you do not know which submission to choose, check your study status or approval letter.

If your initial study was reviewed as Exempt or Expedited complete the Administrative Check-in. If your study is Full, complete the Renewal.

*Initial submission
reviewed as exempt
of expedited? Select
“Administrative
Check-In”*

* Submission Type

- ☐ Administrative Check-in
☐ Renewal

*Initial submission
reviewed as full board?
Select “Renewal”*

****The option you select will
determine which sections auto
populate in the remainder of
your submission*

* Does your study involve an IAA (Institutional Authorization Agreement) with another institution?

☐ Yes

If the IAA has the external institution listed as the IRB of Record, has anything changed with your collaborating institution? (I.e. Incident reporting significant modifications and/or approvals)

If yes, please describe below.



Administrative Check-Ins

Sections	<
Renewal Or Administrative Check-in	
Status Research	
Research Team and Site A...	
Participants and Findings	
Funding	

Renewal Or Administrative Check-in

You are completing this form for either a Renewal Submission or an Administrative Check- In. If you do not know which submission to choose, check your study status or approval letter.

If your initial study was reviewed as Exempt or Expedited complete the Administrative Check-in. If you study is Full, complete the Renewal.

* Submission Type

- ☒ Administrative Check-in
- ☐ Renewal



Renewals

Sections



Renewal Or Administrativ...

Status of the Research

Current Research Team & ...

Participants

Research Findings

Incidents, Complaints, Ris...

Funding

Renewal Or Administrative Check-in

You are completing this form for either a Renewal Submission or an Administrative Check- In. If you do not know which submission to choose, check your study status or approval letter.

If your initial study was reviewed as Exempt or Expedited complete the Administrative Check-in. If you study is Full, complete the Renewal.

* Submission Type

- ☐ Administrative Check-in
- ☒ Renewal

Completing your Administrative Check-In/Renewal Submission

When you've answered all questions included in the submission and each section has a white check mark, you may click the "complete submission" button to send to the IRB (or to PI for certification if you are a student leading the study with a faculty sponsor)

A screenshot of a blue-themed application interface. At the top is a 'Sections' header with a left-pointing chevron. Below it is a list of sections, each with a white checkmark: 'Renewal Or Admini...', 'Status of the Resea...', 'Current Research T...', 'Participants', 'Research Findings', 'Incidents, Complai...', and 'Funding'. Below these sections is a 'Routing' section with a dropdown arrow and the text 'Send to PI for certification?'. At the bottom is a button labeled 'COMPLETE SUBMISSION' with a right-pointing chevron. A red circle highlights the 'COMPLETE SUBMISSION' button.

Key Points for Administrative Check-Ins & Renewals

- Total participants enrolled must never go down from one submission to the next - if you report 200 participants in your first admin check-in/renewal, the number you report 1 or 2 years later in your second admin check-in/renewal must be **the same or higher (dependent also on whether you reported enrollment as active or inactive)**
- CITI certifications must be up to date for **ALL** research team members - if any members were added or removed, a modification submission will need to be submitted and approved before carrying on with the admin check-in/renewal
- Site approvals must be up to date if data collection is ongoing
- Brief rundown of findings and publications



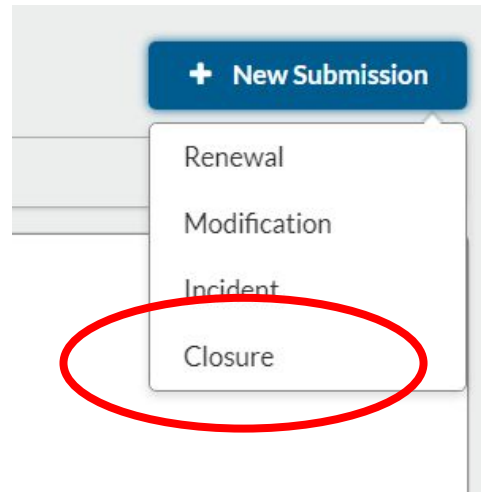
Closure Submissions



Why is it Important to Close my Study?

***Study Closures are quick and easy, and are important because they alert the IRB that any certain research is completed and not to be reopened.*

Choose "Closure"





Closures

Sections
Status of Research
Research Findings and Ou...

Status of Research

Upon completion of a project, including completion of data analysis, this form must be submitted. The IRB system will note that the project is closed, and the PI will receive a letter confirming that the file is closed.

*** Please check here if all research activities, including data analysis*, are completed.****

*Data analysis is for this project only. If you plan for future analysis of data collected from this study, check the IRB guidelines to see if new IRB review is required. For future analysis, only the data from the participants who gave their consent for their data to be used in future projects may be included.

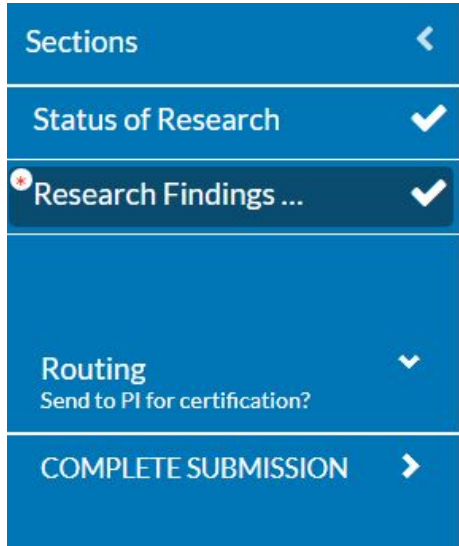
** If research activities, including data analysis, have not been completed, a Request for Continuing Review must be submitted before this protocols expiration date.

☐ All research activities, including data analysis*, are completed.**

*** Research Participants - Enrollment**

How many participants have participated in your study up to this point?

Completing your Closure Submission



The screenshot shows a vertical menu with the following items:

- Sections <
- Status of Research ✓
- * Research Findings ... ✓
- Routing
Send to PI for certification? ▾
- COMPLETE SUBMISSION >

A large red arrow points from the right towards the 'COMPLETE SUBMISSION' button.

When you've answered all questions included in the submission and each section has a white check mark, you may click the "complete submission" button to send to the IRB (or to PI for certification if you are a student leading the study with a faculty sponsor)



Contact our Office!

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Questions??

