

Reviewing and Certifying a Submission in Cayuse IRB

Dashboard Studies Submissions Tasks Meetings

Access to the submission can be found in 'My Tasks'.

[+ New Study](#)

0 In-Draft **1** Awaiting Authorization **1** Pre-Review **0** Under Review

My Studies

- IRB-2021-8
- IRB-2020-45
- IRB-2021-7

My Tasks

- IRB-2021-7 **Certify Submission**

Submissions by Type

Renewal	0
Initial	3
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

Approved Studies

- IRB-2020-45

Studies Expiring in 30 days

Expired Studies

cayuse Human Ethics Role: Researcher

Dashboard Studies Submissions Tasks Meetings

In-Draft Submission is with researchers **2** Awaiting Authorization Submission is awaiting certification or approval **3** Pre-Review Submission is being prepared for review **4** Under-Review Submission is with reviewers

Awaiting Certification

Initial
IRB-2021-7

View PDF

To view the application and access documents to download, click on 'View' with the eye.

Routing: **Return** **Certify**

PI: [Redacted] Current Analyst: N/A Decision: N/A Policy: Post-2018 Rule Required Tasks: N/A
Review Type: N/A Review Board: N/A Meeting Date: N/A

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
[Redacted]	Principal Investigator	Pending Certification	
[Redacted]	Co-Principal Investigator	Pending Certification	

Reviewing and Certifying a Submission in Cayuse IRB

Dashboard Studies Submissions Tasks Meetings

IRB NUMBER: IRB-2021-7

CREATE PDF COMPARE SAVE

Sections

- Getting Started ✓
- Multi-Institution Co... ✓
- Personnel ✓
- Research Determin... ✓
- Exempt Categories ✓
- Data Security ✓
- HIPAA Information ✓
- Conflict of Interest ✓
- Attachments ✓

Getting Started

About Cayuse IRB

Cayuse IRB is an Interactive web application. As you answer questions, new sections relevant to the type of research being conducted will appear on the left-hand side. You do not have to finish the application in one sitting. All information can be saved.

Additional information has been added throughout the form for guidance and clarity. That additional information can be found by clicking the question mark in the top-right corner of each section.

For more information about the IRB Submission Process, IRB Tracking, and Cayuse IRB Tasks, please refer to the [Cayuse IRB Procedures Manual](#).

Getting Started

Throughout the submission, you will be required to provide detailed study information. You also will need to upload or otherwise provide the following documents:

- Research proposal or research protocol/ project summary
- Research instruments (e.g., interview schedule, questionnaires, surveys, etc.)
- CITI or NIH training completion certificate(s)
- Conflict of interest disclosure(s)
- Letters of support for off-site research (e.g., organizations, agencies, universities), as applicable
- Study recruitment materials (i.e., telephone or other verbal scripts, emails, letters, and/or advertisements, posters, flyers, and announcements), as applicable
- Informed consent document(s), as applicable
- Parental consent / child assent documents, as applicable
- Translated documents (i.e., consent forms, instruments, and recruitment materials) for non-English speaking subjects, as applicable
- Grant proposal(s), as applicable

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cayuse Human Ethics

Role: Admin 300

Dashboard Studies Submissions Tasks Meetings Reporting More

IRB NUMBER: IRB-2020-58

SHOW CHECKLIST CREATE PDF COMPARE SAVE

Sections

- Getting Started ✓
- Multi-Institution Co... ✓
- Personnel ✓
- Research Determin... ✓
- Study Information ✓
- Study Population ✓
- Data Security ✓
- HIPAA Information ✓
- Conflict of Interest ✓
- Attachments ✓

Research proposal/ research protocol or project summary

Attach your full proposal or protocol summary here.

Research proposal 2.0.docx

+ Add Comment

Study dates

Enter the dates that you propose starting and finishing data collection. The end date should factor in time needed to remove any identifiable information from the data for analysis.

Start date: 03/22/2021

+ Add Comment

End date: 05/25/2020

+ Add Comment

?

Reviewing and Certifying a Submission in Cayuse IRB

Role: Admin

Dashboard Studies Submissions Tasks Meetings Reporting More

IRB NUMBER: IRB-2020-58

SHOW CHECKLIST CREATE PDF COMPARE SAVE

Sections

- Getting Started ✓
- Multi-Institution Co... ✓
- Personnel ✓
- Research Determin... ✓
- Study Information ✓
- Study Population ✓
- Data Security ✓
- HIPAA Information ✓
- Conflict of Interest ✓
- Attachments ✓

Research proposal/ research protocol or project summary

Attach your full proposal or protocol/ summary here.

Research proposal 2.0.docx

+ Add Comment

* Study dates

Enter the dates that you propose starting and finishing data collection. The end date should factor in time needed to remove any identifiable information from the data for analysis.

Start date: 03/22/2021

+ Add Comment

End date: 05/25/2020

+ Add Comment

If you or the IRB Office returned a protocol to the student for revisions, you can compare the previous submission with the current submission.

Role: Admin

Dashboard Studies Submissions Tasks Meetings Reporting More

VIEW SUBMISSION Comparison: IRB-2020-54 (Initial)

PREVIOUS SUBMISSION CURRENT SUBMISSION

PREVIOUS DIFF NEXT DIFF 12

02/01/2020 End date: 06/30/2020

02/01/2020 End date: 06/30/2020

* EX8 Performance sites

Enter the actual location(s) where you will collect data for your study. Indicate if you are conducting virtual data collection (i.e., Zoom, Qualtrics, secondary data set, etc.).

Data will be collected virtually through Zoom.

Data will be collected virtually through Zoom for the interview portion.

* EX9 Is this study funded?

Yes No

Yes No

* Study Design

This is where you can see which sections were modified and the number of changes that were made within the section.

Reviewing and Certifying a Submission in Cayuse IRB

The screenshot shows the 'Comparison: IRB-2020-54 (Initial)' interface. The top navigation bar includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', and 'Reporting'. The user role is 'Admin'. The interface is split into 'PREVIOUS SUBMISSION' and 'CURRENT SUBMISSION' columns. A red text overlay at the top right states: 'You can compare changes within a document, such as the research proposal.' A red circle highlights a 'Compare Attachments' button in the 'CURRENT SUBMISSION' column. The left sidebar lists sections like 'Getting Started', 'Multi-Institution Co...', 'Personnel', 'Research Determin...', 'Exempt Categories', 'Data Security', 'HIPAA Information', 'Conflict of Interest', and 'Attachments'. The main content area shows details for 'EX6 Research proposal/ research protocol or project summary' and 'EX7 Study dates' with input fields for start and end dates.

The screenshot shows the 'Submission Details' page for 'Initial IRB-2021-7'. The top navigation bar includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', and 'Meetings'. The user role is 'Researcher'. A progress bar at the top shows four stages: 1. In-Draft (Submission is with researchers), 2. Awaiting Authorization (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). The current stage is 'Awaiting Certification'. A red text overlay states: 'If you are satisfied with the submission, you can certify it. If you would like to see changes to the submission, you can return the protocol to the student.' A red circle highlights 'Return' and 'Certify' buttons. The submission details include fields for PI, Current Analyst, Decision, Policy, and Required Tasks. The 'Research Team' section shows a table with columns for Name, Role, Result, and Date.

Name	Role	Result	Date
[Redacted]	Principal Investigator	Pending Certification	