

# Cayuse IRB - Initial Training

Completing your initial submission



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Search Research...

Sign in to Cayuse IRB using CentralLogin

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## Submitting a New Study in Cayuse IRB

As of January 19, 2018, we will begin transitioning from IRBNet to Cayuse IRB for all new protocols as well as for modification, and continuation of existing protocols. We will complete the transition by January 31, 2018, after which all new protocols, modifications and continuations must be submitted through Cayuse IRB.

For general instructions on submitting protocols please view the [Cayuse IRB Submission Guide](#)

For more complete instructions, including screenshots, please view the [Cayuse IRB Quick Start Guide](#)

### Legacy Studies

Studies currently in IRBNet will be transferred to Cayuse IRB as "legacy" studies. They will be identified as such in the PI's dashboard in Cayuse. Information that was entered directly into IRBNet, such as PI names, study titles, expiration dates, etc., will transfer automatically. REC staff will then go into each legacy study and transfer documents such as protocol forms, modification and continuation requests, site permissions, etc. REC will be working to complete the transfers as quickly as possible. PIs who have an urgent need to have their legacy transfer completed should contact REC to request special handling.

### IRB Review Process

Upon receipt, submissions will be pre-screened by the Human Subjects Research Specialist (HSRS) to ensure completeness. Screening for completeness includes:

[Cayuse IRB](#)

[Request Access to Cayuse IRB](#)

Submissions after January 31, 2018 must be made through Cayuse IRB.

Submissions made prior to January 31st in [IRBNet](#) will continue to be processed.

If you can not log in using CentralLogin (faculty should already have access) fill out the Request Access form

# Your Dashboard

When you sign in, every time you will come to this page!



Notifications will appear here. Click bell to view

Shows the statuses of your submissions

|                      |                                    |                        |                          |
|----------------------|------------------------------------|------------------------|--------------------------|
| <b>0</b><br>In-Draft | <b>0</b><br>Awaiting Authorization | <b>0</b><br>Pre-Review | <b>0</b><br>Under Review |
|----------------------|------------------------------------|------------------------|--------------------------|

**My Studies**

**Shows all your studies**

You Have No Studies

**My Tasks**

**Shows all incomplete tasks**

All Tasks Complete

**Submissions by Type**

|              |                                       |   |
|--------------|---------------------------------------|---|
| Initial      | <b>Shows you all your submissions</b> | 0 |
| Withdrawal   |                                       | 0 |
| Modification |                                       | 0 |
| Renewal      |                                       | 0 |
| Incident     |                                       | 0 |
| Closure      |                                       | 0 |
| Legacy       |                                       | 0 |

**Approved Studies**

**Shows you your approved studies**

No Approved Studies

**Studies Expiring in 30 days**

**Shows soon-to-expire studies**

No Expiring Studies

**Expired Studies**

**Shows expired studies**

No Expired Studies

- Dashboard
- Studies
- Submissions
- Tasks
- Help

Other ways to access the same things

+ New Study

In-Draft 0

Awaiting Authorization 0

Pre-Review 0

Under Review 0

My Studies

Click the "open Help" option in the Help tab to launch Cayuse's web support page

My Tasks

All Tasks Complete

Submissions by Type

|              |   |
|--------------|---|
| Initial      | 0 |
| Withdrawal   | 0 |
| Modification | 0 |
| Renewal      | 0 |
| Incident     | 0 |
| Closure      | 0 |
| Legacy       | 0 |

Approved Studies

No Approved Studies

Studies Expiring in 30 days

No Expiring Studies

Expired Studies

No Expired Studies

Dashboard

Studies

Submissions

Tasks

Help

Open Help

Release Notes



# What are notifications?

- Emails that will alert you that your submission requires attention  
i.e. revise submission to answer IRB questions,  
certification required
- Notifications will appear in-system **AND** be sent to your ISU email
- When you are required by the IRB to make corrections or revisions, it will also show up in your “Tasks” section of the dashboard



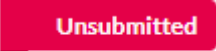
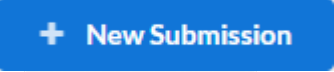



# STUDY VS. SUBMISSION

- Study refers to your entire research project
- Submission refers to specific applications- e.g. initial application, modification, renewal, closure, etc.



# HOW TO CREATE AN INITIAL SUBMISSION


1. Click on blue  button on top right hand side
2. Give your study a title. Click on the blue checkmark  on the right side of the screen to confirm study title.
3. You will see an IRB number such as “IRB-2018-15” and you will see a red banner on left side which states status 
4. Click on blue  button on top right hand side.
5. A drop down will appear with the word “INITIAL” – click on it.
6. You are now able to “Edit” your new submission!
7. Route the submission by clicking on “COMPLETE SUBMISSION” in the left navigation pane and then click “CONFIRM” in the pop up window.
8. Certify by clicking on the  button.

# Create a New Study


Click new study to begin

+ New Study


 **0**  
In-Draft

 **0**  
Awaiting Authorization


 **0**  
Pre-Review

 **0**  
Under Review

My Studies

  
You Have No Studies


My Tasks

  
All Tasks Complete


Submissions by Type

|              |   |
|--------------|---|
| Initial      | 0 |
| Withdrawal   | 0 |
| Modification | 0 |
| Renewal      | 0 |
| Incident     | 0 |
| Closure      | 0 |
| Legacy       | 0 |


Approved Studies

  
No Approved Studies

Studies Expiring in 30 days ▾

  
No Expiring Studies

Expired Studies

  
No Expired Studies



Menu

Study Details



Reggie Redbird

[Studies](#) / Study Details

+ New Submission

Study Details

Submissions

Enter study title here

Type the name of your study here

...and then click the check this button



PDF

Delete

Approval Date:  
N/A

Expiration Date:  
N/A

Organization:  
N/A

Active Submissions:

Sponsors:  
N/A

Closed Date:  
N/A

Current Policy  
N/A

Dashboard

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Open Help

Release Notes



ILLINOIS STATE  
UNIVERSITY  
*Illinois' first public university*

# Creating a New Submission

Click "new submission" and select "Initial"

+ New Submission

Initial

Study Details

Submissions

Unsubmitted

IRB-2017-31 A Sample Study

PDF Delete Link Proposal

Approval Date: N/A Expiration Date: N/A Organization: N/A Active Submissions: N/A  
Sponsors: N/A Closed Date: N/A Current Policy: Pre-2018 Rule

Key Contacts Attachments

| Team Member | Role | Number | Email |
|-------------|------|--------|-------|
|-------------|------|--------|-------|

No Key Study Contacts.





**Cayuse IRB will auto fill you as the PI when you create a new study**

Unsubmitted

Initial

IRB-2017-31 - A Sample Study

Edit PDF Delete

PI: Eric Boerigen      Current Analyst: N/A      Decision: N/A      Policy: Pre-2018 Rule      Required Tasks:   
Review Type: N/A      Review Board: N/A      Meeting Date: N/A        
• [Assign PI](#) (checked)   
• [Assign PC](#)   
• [Complete Submission](#)

Select "Edit" to begin the submission

Approvals    Task History

Research Team

| Name        | Role | Result | Date |
|-------------|------|--------|------|
| No entries. |      |        |      |

# A Sample Study - Initial

- Sections
- 1. Submission Routing ✓
- 2. Principal Investigator
- 3. Study Info
- 4. Participants
- 5. Recruitment & Location
- 7. Study Data
- 8. Study Risk
- Attachments

## 1. Submission Routing

\* 1. Is this the first time a submission has been sent to ISU's IRB for this study?

- Yes
- No

\* 2. Collaborative Research

Is this a multi-institutional collaboration?

- Yes
- No

\* 3. [Human Subject Research](#)

Does this study meet [the definition of Human Subjects Research](#)?

- Yes
- No
- I am not sure

4. [Review Level](#)

What level of review are you requesting for this study?

- Do not click exempt if your study specifically seeks out prisoners as participants or if the study involves greater than minimal risk.
- Contact the REC office for guidance
- Click on the [link provided](#) to review the criteria for the different levels of review

Click the save button at any time. You can leave Cayuse IRB and complete your submission at a later time.

These arrows are used to tab through the submission.

These question bubbles provide additional information related to specific questions (be sure to close this bubble when you're finished).

Sidebar lists all the subsections of the submission. The green bar is a status bar. When the section is complete, the green check mark will show.

- Sections <
- Routing Information
- Research Team
- Study Information
- Participants
- Recruitment & Location
- Data Security
- Study Risk
- Additional Documents
- Attachments

## Research Team

### Principal Investigator (PI)

[Policy on Principal Investigators](#)

The principal investigator (PI) must be an ISU faculty or staff member. The PI is responsible for ensuring that the research is conducted in a manner that is consistent with federal regulations, [ISU Policy](#), and any submissions approved by the ISU IRB.

- There can only be one PI.

Search for and select the name of the Principal Investigator for this study

**Important**

- If you are changing the PI and want to make sure that you will still have access to the form, use the "Find People" function to list yourself somewhere else in this section before you remove yourself in the form. Not doing so will lock you out of the form once the submission is saved.

FIND PEOPLE

- I am unable to find the PI's name in the database.

### Research Team members

The person listed below was automatically added to this submission because they created it, if this person is not a research team member, please remove them.

**\*\*\* Important \*\*\***

Once the person's name is removed below, they will lose access to the form.

| Name      | Organization  | Address                 | Phone | Email                   | Trainings |
|-----------|---|-------------------------|-------|-------------------------|-----------|
| test test | Users loaded with unmatched Organization affiliation. | , Normal, IL 61703-4040 |       | cajustraining@ilstu.edu | View      |

Is this study for a thesis or dissertation?

- Yes
- No

Is there anyone else on the research team that is not already indicated above?

- Yes
- No

Search for and select the name(s) of any other research team members that already have a Cayuse IRB profile

This submission is only accessible once a person is added to the submission using the people finder and the submission has been saved.

- Click on the "Find People" button for additional information if you are unable to find the person you are looking for.

FIND PEOPLE

You will need to add the PI and any addition research members. Any research members not in the people finder will need to be added in the text box at the bottom of the page and have their CITI training attached.

Sections

Routing Information

Research Team

Study Information

Participants

Recruitment & Location

Data Security

Study Risk

Additional Documents

Attachments

## Research Team

### Principal Investigator (PI)

[Policy on Principal Investigators](#)

The principal investigator (PI) must be an ISU faculty or staff member. The PI is responsible for ensuring that the research is conducted in a manner that is consistent with federal regulations, [ISU Policy](#), and any submissions approved by the ISU IRB.

- There can only be one PI.

✖ Search for and select the name of the Principal Investigator for this study

#### Important

- If you are changing the PI and want to make sure that you will still have access to the form, use the "Find People" function to list yourself somewhere else in this section before you remove yourself in the form. Not doing so will lock you out of the form once the submission is saved.

FIND PEOPLE

- I am unable to find the PI's name in the database.

✖ Research Team members

✖ The person listed below was automatically added to this submission because they created it. If this person is not a research team member, please remove their name.

#### \*\*\* Important \*\*\*

Once the person's name is removed below, they will lose access to the form.

Click on the "View" link to verify that your trainings are listed. If your trainings are not listed, contact REC at 309-438-5527.

| Name      | Organization  | Address                 | Phone | Email                    | Trainings            |   |
|-----------|---|-------------------------|-------|--------------------------|----------------------|---|
| test test | Users loaded with unmatched Organization affiliation. | , Normal, IL 61790-3040 |       | cayusetraining@ilstu.edu | <a href="#">View</a> | ✖ |

✖ Is this study for a thesis or dissertation?

- Yes
- No

Is there anyone else on the research team that is not already indicated above?

- ✖  Yes
- No

Search for and select the name(s) of any other research team members that already have a Cayuse IRB profile

This submission is only accessible once a person is added to the submission using the people finder and the submission has been saved.

- Click on the "?" icon for additional information if you are unable to find the person you are looking for.

FIND PEOPLE

- Sections <
- Routing Information
- Research Team
- Study Information
- Participants
- Recruitment & Location
- Data Security
- Study Risk
- Additional Documents
- Attachments

[I am using Qualtrics](#)

### \* Instruments

Will any instruments be used in this study?

Examples of instruments include surveys, tests, PROPS, interview items, and vignettes.

- Yes
- No

Attach the instruments here.

Any instruments that will be used must be attached.

- Do not link any instruments (linked instruments are not allowed)
- [How to export a survey in Qualtrics](#)

ATTACH

This instrument cannot be attached.

Select any of the options below if it applies to this study

- Audio recordings will be collected
- Video recordings will be collected
- Images will be collected
- Bio-specimens will be collected (e.g. blood, saliva, stool, etc)

You will need to attach several items to your submission. To do this, click the "Attach" button and follow the instructions of the pop-up. These attachments will also appear in the Attachments section on the left

# Routing Your Submission for Review



- Sections
- Routing Information ✓
- Research Team ✓
- Study Information ✓
- Participants ✓
- Recruitment & Lo... ✓
- Data Security ✓
- Study Risk ✓
- Consent ✓
- Additional Docum... ✓
- Attachments ✓

## Attachments

This section will show any of the attachments that were attached to the submission.

CITI Training

ATTACH

Consent Form

ATTACH

DOC\_20170712105413.pdf

To view additional documents, go to the "Additional Documents" section.

When you are finished with your submission (green checkmark by all sections), click "complete submission"

- Routing  
Send to PI for certification?
- COMPLETE SUBMISSION >



**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-2017-31 - A Sample Study

[View](#) [PDF](#) [Delete](#)

Now you are back to the general “Study page.” On the study page you can see the status of your submission

Routing:

[Return](#)

[Certify](#)

PI: Eric Boerngen  
Current Analyst: N/A  
Decision: N/A  
Policy: Pre-2018 Rule  
Required Tasks: N/A  
Review Type: N/A  
Review Board: N/A  
Meeting Date: N/A

If the submission is ready to be routed for review, click “certify.”

[Approvals](#) [Task History](#)

Research Team

| Name          | Role                   | Result                | Date |
|---------------|------------------------|-----------------------|------|
| Eric Boerngen | Principal Investigator | Pending Certification |      |

# Addressing Reviewer Comments



# Making revisions and replying to IRB requests

- In some cases, you will be required to make revisions to your submission before receiving IRB approval
- In Cayuse IRB, this takes the form of both making changes to your submission and replying directly to comments
  - *You will find these comments either in the letter you receive or directly inside your submission*
- You will receive an email notification for revisions, and you will find your “tasks” on the dashboard





< STUDY

IRB NUMBER:

# A Sample Study - Initial

CREATE PDF

COMPARE

Sections

Personnel

1

Activity

Study Information

Assurances

Study Population

Study Procedures

Study Design

Funding

Conflict of Interest ...

Attachments

## Personnel

There is a comment that needs our attention

\* Applicant Status

Please click one below.

- Faculty
- Staff
- Adjunct
- Student

**It is important to both make the requested changes and reply to all the comments!**

1 Collapse Comments

You'll click "Expand comments" here to view

Albus Dumbledore Today at 10:21 AM  
Are you sure about this?

Reply

B I U & ☰ ☷ 📎

yes!

Type your response and click "reply"

REPLY CANCEL

Not Addressed

Change the status to "Addressed"

- Sections
- Routing Information ✓
- Research Team ✓
- Study Information ✓
- Participants ✓
- Recruitment & Lo... ✓
- Data Security ✓
- Study Risk ✓
- Consent ✓
- Additional Docum... ✓
- Attachments ✓

## Attachments

This section will show any of the attachments that were attached to the submission.

CITI Training

ATTACH

Consent Form

ATTACH

DOC\_20170712105413.pdf

To view additional documents, go to the "Additional Documents" section.

When you are finished with your submission (green checkmark by all sections), click "complete submission"

- Routing  
Send to PI for certification?
- COMPLETE SUBMISSION >





**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-2017-31 - A Sample Study

[View](#) [PDF](#) [Delete](#)

Now you are back to the general “Study page.” On the study page you can see the status of your submission

Routing:

[Return](#)

[Certify](#)

PI: Eric Boerngen  
Current Analyst: N/A  
Decision: N/A  
Policy: Pre-2018 Rule  
Required Tasks: N/A  
Review Type: N/A  
Review Board: N/A  
Meeting Date: N/A

If the submission is ready to be routed for review, click “certify.”

[Approvals](#) [Task History](#)

Research Team

| Name          | Role                   | Result                | Date |
|---------------|------------------------|-----------------------|------|
| Eric Boerngen | Principal Investigator | Pending Certification |      |

Sections <

Personnel ✓

Activity ✓

Study Information ✓

Assurances ✓

Study Population ✓

Study Procedures ✓

Study Design ✓

Funding ✓

Conflict of Interest ... ✓

Attachments ✓

## Study Population

### \* Study Population

Please describe the characteristics of your participant population(s).

This will be a great study!

You can click “compare” to view a revised submission against its original



### \* Vulnerable Populations

PREVIOUS SUBMISSION

CURRENT SUBMISSION

Sections



PREVIOUS DIFF

NEXT DIFF → 1

Personnel

0

### Study Population

Activity

0

Study Information

0

Assurances

0

Study Population

1

Study Procedures

0

Study Design

0

Funding

0

Conflict of Interest ...

0

Attachments

0

#### \* Study Population

Please describe the characteristics of your participant population(s).

test

Revisions will be noted in the sidebar and highlighted

#### \* Study Population

Please describe the characteristics of your participant population(s).

This will be a great study!

#### \* Vulnerable Populations

#### \* Vulnerable Populations

# HOW WILL I KNOW MY STUDY HAS BEEN APPROVED?

- You will be notified via email!
- Study will appear on your dashboard under “Approved Studies”.
- All approved documents will appear under your approved study – those are the documents you need to use for your active research.

