Cayuse IRB - Initial Training

Completing your initial submission
Index

Your Dashboard

Creating a New Study

Creating a New Submission

Routing Your Submission for Review

Addressing Reviewer Comments
Sign in to Cayuse IRB using CentralLogin

If you cannot 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 all your studies

Shows all incomplete tasks

Shows you all your submissions

Shows the statuses of your submissions

Other ways to access the same things

Shows you your approved studies

Shows soon-to-expire studies

Shows expired studies
Click the “open Help” option in the Help tab to launch Cayuse’s web support page.
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 Unsubmitted
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
Type the name of your study here ...

...and then click the check this button.
Creating a New Submission
Click “new submission” and select “Initial”
Cayuse IRB will auto fill you as the PI when you create a new study.

You can also select “Edit” to begin the submission.

For now, assign yourself as the PC, or “primary contact.” When you click this, you will be brought to the actual submission and can begin.
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.

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).
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.
You will need to attach your CITI Completion Record. You can download this by accessing your records at CITI Training.
Routing Your Submission for Review
When you are finished with your submission (green checkmark by all sections), click “complete submission”
Now you are back to the general “Study page.” On the study page you can see the status of your submission.

If the submission is ready to be routed for review, click “certify.”
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
There is a comment that needs our attention.

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

You’ll click “Expand comments” here to view.

Type your response and click “reply”.

Change the status to “Addressed”.
When you are finished with your submission (green checkmark by all sections), click “complete submission”
Now you are back to the general “Study page.” On the study page you can see the status of your submission.

If the submission is ready to be routed for review, click “certify.”
You can click “compare” to view a revised submission against its original.
Revisions will be noted in the sidebar and highlighted.
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.