Faculty, Staff, and Student Researchers:

We hope you find <u>Cayuse IRB</u> easy to use. In fact, by following the steps below, you should have all the information you need to get started. Please refer to the tutorial on the Help Menu in Cayuse IRB for more information.

If you are unable to log in to Cayuse IRB, then please <u>fill out the following registration form</u>. Your account should be activated within 2-3 days.

Note: To access the two help desk documents below, you need to register your own, separate account for the Cayuse IRB help desk.

- Navigating Cayuse IRB
- <u>Creating a New Study</u>
- Remember to SAVE your application frequently

	IDD NUMPED IDD EVOOLE T		
< STUDY	Test 1/7/15 b	DY CM - Initial CREATE PDF 🕒 COMPARE 🖽 SAVE	: 🗈 <
Sections	<	⊛ No	
Personnel	× .		
	ipproval 🖌	Program Evaluation or Review: Is the work you are planning intended to learn how well a particular program is working or intended to learn how to make a particular program bette	3?
	ble Research 🛛 🖌	○ Yes	
	plication	● No	
	State University's		
		Classroom Project or Assignment: Is the work you are planning a classroom project or assignment?	
	Information	Classroom projects or assignments are those activities that are intended to educate students about the research process.	
	cription	© Yes	
	Assent Form Revi	No	
	ts		
	Commentary an	*Is the work you are planning limited to secondary analysis of existing data or specimens that have been de-identified?	
		If your study includes some secondary analysis of existing data or specimens that have been de-identified, but also includes collection of new data or the use of any identifiable data, you should select No below.	
		() Yes	
		No No	
			()

• Anywhere in the application you see a question mark, click the ? to read more information (click the ? again to hide this information)

Please indicate how the data you are collecting or acquiring will be treated.	-0
 Anonymously Confidentially Neither anonymously nor confidentially 	Anonymity means that participants' personal identifiers and their data cannot be linked by anyone, including the researchers / investigators.
*Describe precautions to ensure participants' confidentiality . B I ⊻ ÷ III := ∞	Confidentiality means that participants' personal identifiers and their data can be linked, but their data will not be associated with their personal identifiers by the researchers / investigators.

• To get back to the Study Overview page at any time, click "STUDY"



- <u>Applications must be certified by the PI (Principal Investigator) prior to submission.</u> This feature allows the PI to review the application before it is submitted to the IRB (for example, when working with student assistants).
- Please note that if a co-investigator (such as a student) indicates that the application is complete and routes the application to the PI for certification, the PI will not be able to edit the application.
 - If the PI determines any changes are necessary, he or she will have to send the application back to the investigator(s) in order for changes to be made.
 - Therefore, we recommend that when a co-investigator completes the application and would like the PI to review, *make any final changes (if necessary)*, certify, and submit to CSU's IRB office, that the co-investigator simply let the PI know this via email – rather than routing to the PI for certification in Cayuse IRB.
 - (Cayuse IRB is working on changing this functionality in a future update, such that PIs can edit the application even after it has been routed to them for certification. In the meantime, we suggest following the instructions above.)

Please note that students are not permitted to be identified as Principal Investigators.

• Pls then have the option of returning the application to investigator(s) (for example, if they would like the student research assistants to continue working on the application) or certifying the application.

STUDY LIST Study Overview IRB-FY2015-74 Test 1/7/15 by CM UndoubleNTED Organization College Science & Nith National Science Foundation Key Study Contacts Key Study Contacts	
IRB-FY2015-74 Test 1/7/15 by CM URLUMMTTED Organization College Sciences & Hith Profinal Key Study Contacts	
,	
Team Member Role Number Email	
Conor McLennan Principal Investigator 216-687-3750 cayuseitb@csuohio.edu	
Conor McLennan Primary Contact 216-687-3750 cayuseirb@csuohio.edu	
Initial Submission Unsummered Dathbaad Approvals	
Conor Milannan's role Principal Investigator , Primary Contact	
Tasks Required Tasks Submission Routing	
VIEW C7 You have completed all required tasks.	

• After the PI certifies the application, the study is submitted to CSU's IRB office, and this section will change to "You cannot perform any actions at this time."

IRB-FY2015-74 Test 1 SUBMITTED	/7/15 by CM			
Organization College Sciences & Hith Prfsns Kev Study Contacts	Name of Sponsor National Science Foundation	Approval Date - Closed Date -	Expiration Date -	ADD WITHDRAWAL SUBMISSION + CREATE PDF
Team Member	Role		Number	Email
Conor McLennan	Principal Investigate	Dr	216-687-3750	cayuseirb@csuohio.edu
Conor McLennan	Primary Contact		216-687-3750	cayuseirb@csuohio.edu
Initial Submission UNDER REVIEW Dashboard Approvals				
Conor McLennan's role Principal Investigator, Prin	nary Contact			↓
Tasks		Required Tasks	Sub	mission Routing

• At that point, the study will also no longer appear in your "My Tasks."

My To-Dos	CRE	ATE STUDY +			
Filter by: State Assignment Search: enter search text					
IRB Number	Study Title	Туре	Assignment	State	Date

• However, the study will (always) be accessible from "My Studies" and will show the status of your application.

My To-Dos	My Studies CREATE STUDY +					
Filter by: Status				Search: ente	er search text	
IRB Number	Title	Sponsor	PI	Date Created 🗸	Status	
IRB-FY2015-74	Test 1/7/15 by CM	National Science Foundation	Conor McLennan	01/07/2015	Submitted	

 Should you wish to request a renewal, one or more modifications, to report an incident, or to close the study, select the study from "My Studies" and from the Study Overview page, click "ADD SUBMISSION."

Study OV	erview			
IRB-FY2015-43 Test 1	0/27/14			
Organization College Sciences & Hith	Approval Date 11/03/2014	Expiration Date -	Closed Date -	ADD SUBMISSION +
Prfsns	Review Board CSU IRB			RENEWAL MODIFICATION
Kay Study Contacts				INCIDENT

If you have any questions, comments, or need further assistance, please do the following:

- Attempt to locate the answer to your question in Cayuse IRB Help.
- If you are unable to do so, then send an email to <u>cayuseirb@csuohio.edu</u>, or contact: Mary Jane Karpinski in Sponsored Programs and Research Services, at <u>m.karpinski2@csuohio.edu</u> or 216.687.3630.