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# Submitting Abstracts for the 2024 Student Research Symposium

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*Via Cayuse IRB*

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# We're so happy that you're interested in participating in the 2024 Student Research Symposium!

**Please use this powerpoint as a resource when submitting your abstract for the symposium.**



# Important Reminders...

1. All presentations will be in poster format. There will be no oral sessions at the 2024 symposium.
2. Throughout the Cayuse submission process, please be sure to routinely save your work as to not lose any of your progress. You can do so by clicking the green "Save" button in the top right hand corner of your submission.
3. As a student researcher/applicant, you will be required to have a Faculty Sponsor. You cannot fill out your submission without one.



First thing's first...

## Do you have a Cayuse account?

*If not, you will need to request one - please do so at this link. Click on the 'Request a Cayuse Account' button and complete the brief questionnaire.*



Welcome to our eIRB system

Cayuse IRB Request a Cayuse Account Upcoming Training Sessions

# Log into Cayuse IRB *(not Cayuse 424)*

montclair.cayuse424. com



Logged in as: [martinezj39@montclair.edu](#)  
[Log out](#)

## Cayuse Research Suite

3.8.0

### Research Administration Modules

- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

### System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Workflow](#)

### Application Help

- [Research Suite Support Center](#)

## Research Administration Modules

- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

# Start a New Initial Submission

*Click to begin  
new initial  
submission*

Dashboard

Studies

Submissions

Tasks

Meetings

Reporting

More

+ New Study



In-Draft →



Awaiting  
Authorization  
→



Pre-Review →



Under Review  
→



Post Review →

# Name your Study

[Studies](#) / Study Details + New Submission

Study Details

Submissions

SRS - Example Title

PDF

Delete

Approval Date:  
N/A

Expiration Date:  
N/A

Admin Check-In Date:  
N/A

Closed Date:  
N/A

Organization:  
N/A

Current Policy

Active Submissions:  
N/A

Sponsors:  
N/A

Population Flags:

Additional Flags:

☒

☐

**IMPORTANT:** Please add the letters “**SRS**” to the beginning of your title as seen here. This will help us to better identify your submission in Cayuse during review. Click the blue check mark to begin filling out your submission.

# Personnel Section

## Personnel

### \* Applicant Status

Please click one below. Student led studies must select **Student** as the Applicant Status.

- ☐ Faculty
- ☐ Instructional or Clinical Specialist
- ☐ Staff
- ☐ Adjunct
- ☒ Student
  - Degree Program
    - ☐ Undergraduate
    - ☐ Post Graduate or Certificate Program
    - ☐ Masters
    - ☐ Doctorate

**IMPORTANT:** You must select **"Student"** in the Applicant Status section, and then select your appropriate degree program.

### \* Expected Graduation Date

We will use this information to monitor when your study should be completed and closed. (If graduation date is extended, that is not a problem.)

Month, Year

Include month and year of your expected graduation date



# Personnel Section *continued...*

***\*Please note, only list yourself and your Faculty Sponsor/PI here in the Personnel Section. You will be asked to add any additional faculty/student research collaborators in a following section.***

As a student researcher, you will be required to identify a Principal Investigator (PI) of your study, which should be your Faculty Research Mentor/Sponsor. Assign your Mentor/Sponsor as PI by clicking the "Find People" button and searching their name.

## \* Principal Investigator

Provide the name of the Principal Investigator of this study/activity. (For Student Submissions, include your Faculty Sponsor's name here, and list yourself below as "Primary Contact".)

FIND PEOPLE

## \* Primary Contact

Provide the name of the Primary Contact of this study/activity.

Name	Organization	Address	Phone	Email	Trainings	
Kimberly Bazylewicz						✕

As the student researcher filling out the submission, you will automatically be assigned as Primary Contact (PC).

# Personnel Section *continued...*

## Co-Principal Investigator(s)

Provide the name(s) of Co-Principal Investigator(s) of this study. If you want to select a **student** as Co-PI, they will need to have a Cayuse IRB account, they can use this [link](#) to request an account.

FIND PEOPLE

**Leave this section blank.**

## Key Research Team Member(s)

Provide the name(s) of other key Research Team Member(s) for this study. You will be able to include any non-MSU collaborators under the next question. If you want to select a **student** as Key Research Team Member they will need to have a Cayuse IRB account, they can use this [link](#) to request an account.

FIND PEOPLE

**Leave this section blank.**

## List and Roles of Research Team Members





Please list and describe the roles of each research team member. Please include all research team members (affiliated and non-affiliated with MSU). Human subjects training verification (i.e. CITI) will be required **only** for those non-affiliated with MSU. This documentation will be requested in the following question.

For example:

Susan Day - Student - Study Lead, all research areas

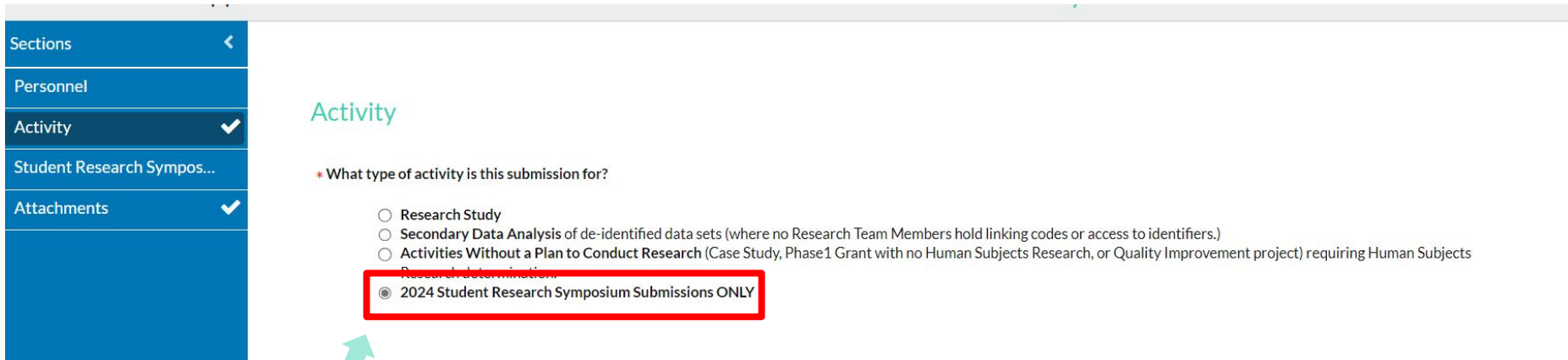
Bill Jones, External University collaborator - Recruiter and Data Collection

Eddie Smith - MSU Faculty- Consenting and Data Analysis

B I U    

**Leave this section blank.**

# Selecting the Proper Activity



Sections <

Personnel

Activity ✓

Student Research Sympos...

Attachments ✓

## Activity

\* What type of activity is this submission for?

- ☐ Research Study
- ☐ Secondary Data Analysis of de-identified data sets (where no Research Team Members hold linking codes or access to identifiers.)
- ☐ Activities Without a Plan to Conduct Research (Case Study, Phase1 Grant with no Human Subjects Research, or Quality Improvement project) requiring Human Subjects Research determinations
- ☒ 2024 Student Research Symposium Submissions ONLY

*In Activity section, select the 2024 Student Research Symposium option.*

# Filling out your Submission

## Student Research Symposium

✱ What is the name of your degree and program?

Example: MA, Psychological Sciences

✱ Please list all of your co-authors below. If none, write N/A.

Co-authors may include any additional faculty members (who are not your faculty sponsor/PI) or student co-researchers that were on your research team.

✱ Will any of your co-authors listed above join you in presenting this research on the day of the SRS?

☐ Yes

If yes, please list them here (first and last name).

☐ No

*Identify your degree and program.*

*List any additional co-authors on your presentation in addition to yourself and your Faculty Sponsor/PI (do not repeat your name or your Faculty Sponsor name).*

*Will any of your co-authors join you in presenting your poster at the symposium? If yes, enter your co-presenter's name(s) here. Note: all presenters must be listed as co-authors.*

# Filling out your submission *continued...*

*Remember to save!*

\* What is the title of your presentation? Please make sure to start with "SRS" and then the rest of your title.

Example: SRS - Example Title

*This should be the same title that you gave to your submission.*

\* Please copy and paste your abstract below.

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↺
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☰

*Abstract goes here.  
Abstracts are limited to 250 words.*

# Filling out your submission *continued...*

■ Is this submission part of a course?

☒ Yes

Please let us know of the course name and the name of the professor who teaches it.

Example: ANTH 100, Dr. Joe Shmoe

☐ No

■ Have you or your faculty sponsor already received IRB or IACUC approval for this research?

☒ Yes

Please provide your protocol number below.

Example: #12-34-5678

☐ No

☐ Not yet, but I plan to be submitting for approval.

Please leave any questions or general information about your study/symposium day availability in the text box below.

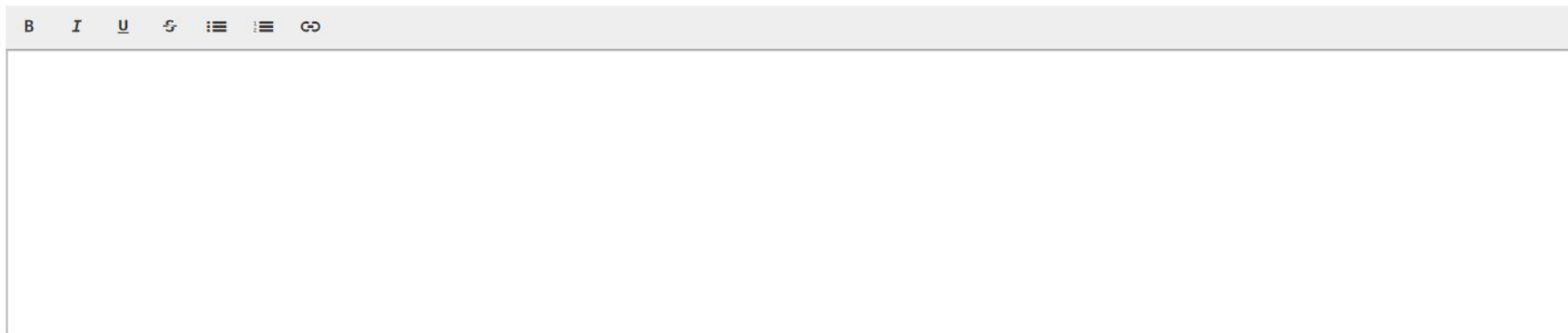
B I U L ! = ☰ ☲

*If you are presenting as a part of a course, please let us know the course and professor name.*

*If you have already received IRB/IACUC approval for your research, please let us know. If you have not received approval and are not sure whether or not you need it, please email us at [reviewboard@montclair.edu](mailto:reviewboard@montclair.edu) to ask.*

# Filling out your submission *continued...*

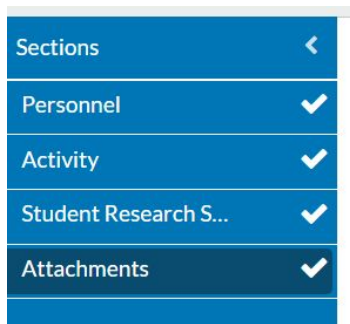
Please leave any questions or general information about your study/symposium day availability in the text box below.



*Please leave any information regarding your abstract that might be helpful to the Program Committee in this box. You may also leave questions here, or leave this box blank. Please DO NOT use this space to tell us what times you are/are not available on symposium day. We will ask you for that information in a follow-up Qualtrics survey after your abstract is submitted.*

# Completing your Submission

Once you have finished filling out your submission and see that all blue sections on the left-hand side of your screen have a check mark, you are ready to submit. **MAKE SURE TO CLICK THE GREEN SAVE BUTTON** in the top right corner to save your work. Then, click “Complete Submission” at the bottom left-hand side of your screen and “Confirm” in the pop-up box to submit.

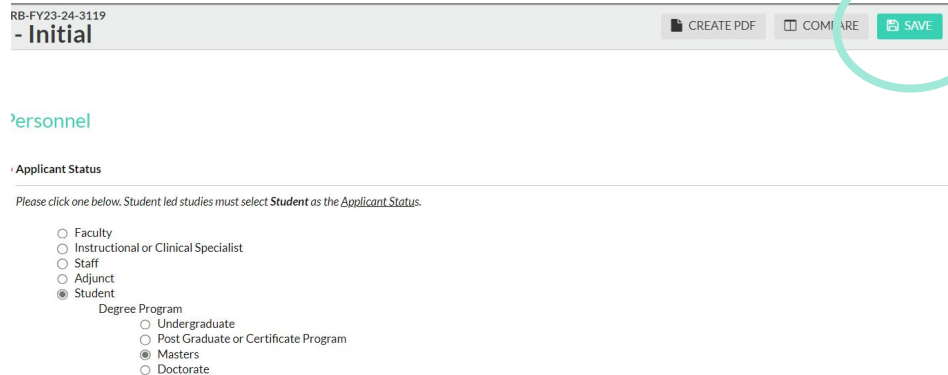


A vertical list of blue navigation items. Each item has a white checkmark on the right side, indicating they are all completed. The items are: Sections, Personnel, Activity, Student Research S..., and Attachments.

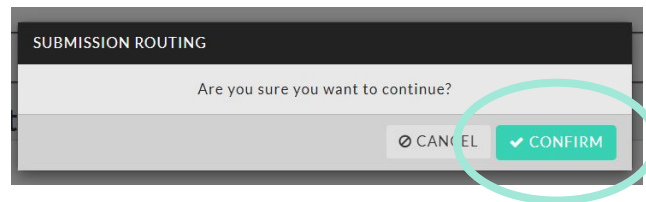
Section	Status
Sections	✓
Personnel	✓
Activity	✓
Student Research S...	✓
Attachments	✓



A blue rectangular area containing the text 'Routing' and 'Send to PI for Certification?'. Below this is a button labeled 'COMPLETE SUBMISSION' with a right-pointing arrow. The button is circled in green.



The top header shows 'RB-FY23-24-3119' and '- Initial'. To the right are buttons for 'CREATE PDF', 'COMPARE', and a green 'SAVE' button circled in green. Below the header is the 'Personnel' section. Under 'Applicant Status', there is a note: 'Please click one below. Student led studies must select Student as the Applicant Status.' The options are: Faculty, Instructional or Clinical Specialist, Staff, Adjunct, and Student (selected with a radio button). Under 'Degree Program', the options are: Undergraduate, Post Graduate or Certificate Program, Masters (selected with a radio button), and Doctorate.



A grey pop-up box titled 'SUBMISSION ROUTING'. It contains the text 'Are you sure you want to continue?'. At the bottom right are two buttons: 'CANCEL' and a green 'CONFIRM' button with a checkmark, which is circled in green.



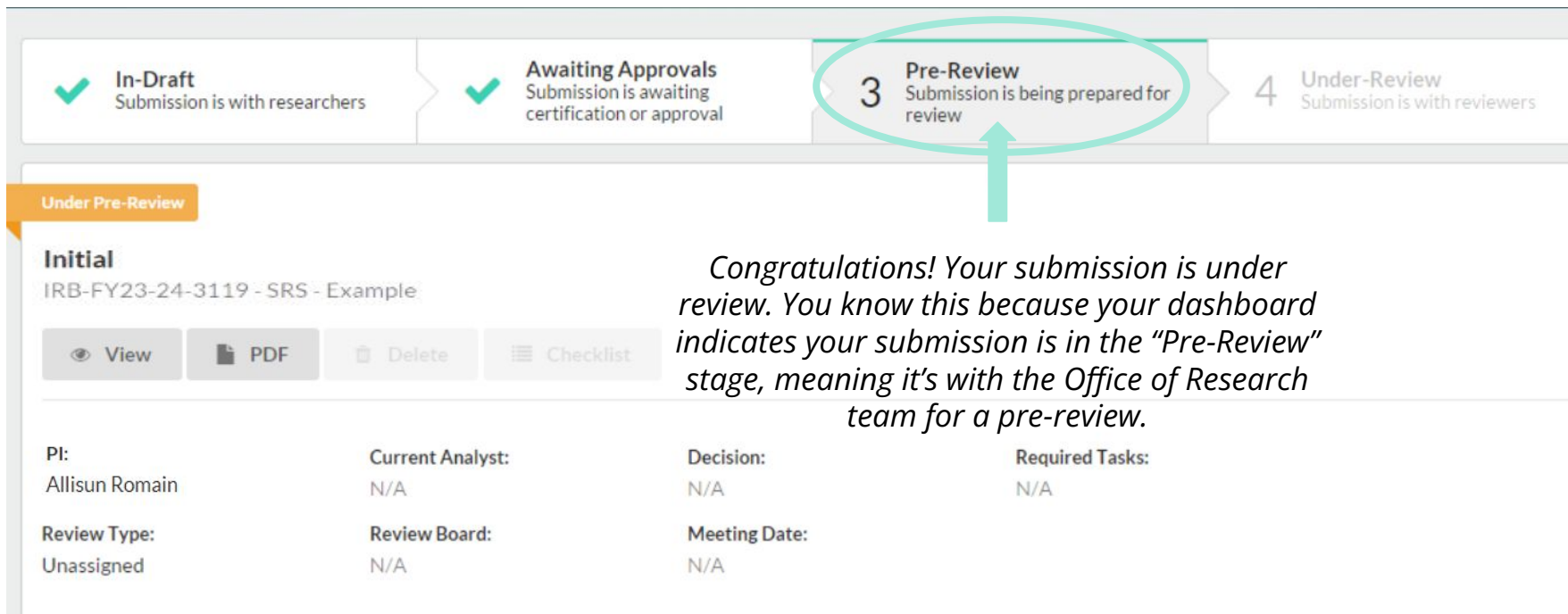
# Certifying Submission *(Completed by PI/FS)*

*After completing your submission, it will automatically be sent to your faculty sponsor (FS), who you designated as the study PI, for their review and approval. Communicate with your FS that they must login to their own Cayuse account to review and certify the submission by clicking the “Certify” button. Once they do so, it will automatically be sent to us for review. Otherwise, they can choose to hit the “Return” button to return the submission to you for edits.*

The screenshot displays the Cayuse submission workflow. At the top, a progress bar shows four stages: 1. In-Draft (Submission is with researchers), 2. Awaiting Approvals (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). The 'Awaiting Approvals' stage is currently active. Below the progress bar, a dark header indicates 'Awaiting Certification'. The submission details show 'Initial' for 'IRB-FY23-24-3119 - SRS - Example'. Action buttons include 'View', 'PDF', 'Delete', and 'Checklist'. The 'Routing' section contains 'Return' and 'Certify' buttons, with the 'Certify' button circled in green. A table at the bottom provides details for the PI, Current Analyst, Decision, Required Tasks, Review Type, Review Board, and Meeting Date.

PI:	Current Analyst:	Decision:	Required Tasks:
Allison Romain	N/A	N/A	N/A
Review Type:	Review Board:	Meeting Date:	
Unassigned	N/A	N/A	

# Submission Under Pre-Review



The screenshot displays a submission workflow with four stages: 1. In-Draft (Submission is with researchers), 2. Awaiting Approvals (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). The 'Pre-Review' stage is highlighted with a green circle and an arrow pointing to it from below. Below the workflow, a tab labeled 'Under Pre-Review' is active. The submission details show 'Initial' status, IRB-FY23-24-3119 - SRS - Example, and buttons for View, PDF, Delete, and Checklist. A table below lists submission details: PI (Allisun Romain), Current Analyst (N/A), Decision (N/A), Required Tasks (N/A), Review Type (Unassigned), Review Board (N/A), and Meeting Date (N/A).

**In-Draft**  
Submission is with researchers

**Awaiting Approvals**  
Submission is awaiting certification or approval

**3 Pre-Review**  
Submission is being prepared for review

**4 Under-Review**  
Submission is with reviewers

**Under Pre-Review**

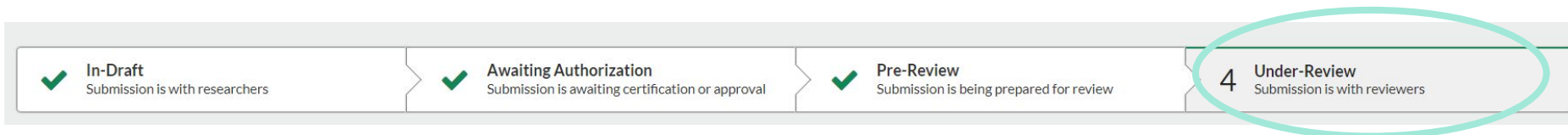
**Initial**  
IRB-FY23-24-3119 - SRS - Example

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

<b>PI:</b> Allisun Romain	<b>Current Analyst:</b> N/A	<b>Decision:</b> N/A	<b>Required Tasks:</b> N/A
<b>Review Type:</b> Unassigned	<b>Review Board:</b> N/A	<b>Meeting Date:</b> N/A	

*Congratulations! Your submission is under review. You know this because your dashboard indicates your submission is in the "Pre-Review" stage, meaning it's with the Office of Research team for a pre-review.*

# Submission Under Review



*After the Office of Research completes the pre-review of your submission, it will be sent to a reviewer on the SRS Program Committee. You will know this has happened because your dashboard will indicate that your submission is in the “Under Review” stage.*

# If Your Submission Is Returned To You for Edits


*The Program Committee might request edits to address missing information or to make corrections. If you see that your submission was returned to you after submitting, this means that there are reviewer comments within the submission that require your attention. Open your submission to view and address comments by clicking the grey “Edit” button.*




# Editing & Replying to Reviewer Comments

***\*Once all reviewer comments are addressed, you may resubmit. This will reroute your submission back to your Faculty Sponsor/PI, who must recertify the submission. Please alert your Faculty Sponsor to login to Cayuse to do this step.***

Dr. Romain is the PI and oversees all research areas. Kim B is the student researcher and oversees all research areas. Joe Shmoe assists in Dr. Kim B's lab and will assist with data collection.

 Collapse Comments

**Amy Krenzer** last Thursday at 9:56 AM  
Visibility: Unrestricted ▼  
You accidentally selected J.A. Smith as your faculty mentor. Please correct to J.E. Smith. Thank you.  
[Reply](#)

 last Friday at 3:34 PM  
Visibility: Unrestricted ▼  
Your question is answered.

Not Resolved ▼

*You will see comments left by reviewers on the SRS Program Committee under sections that require attention.*

*Reply to reviewer comments after making the appropriate change within the submission form. In your reply, please provide a brief explanation of how the question was addressed. Once the change is made and you have replied, use the red drop down box to select "Resolved."*

# Receiving Approval

**You will receive a Cayuse approval letter via email from the Montclair Institutional Review Board when all comments have been addressed and resolved and all reviews are completed...hooray!**

**The approval letter will include a link to a REQUIRED registration form for the 2024 Student Research Symposium! Please fill out that brief online form at your earliest convenience.**



# We're Here to Help!

***Have questions about the submission process? Need help making changes to your application? Reach out to us!***

- **Allisun Romain**, Compliance Coordinator
  - [romaina@montclair.edu](mailto:romaina@montclair.edu), (973) 655-7785
- **Ally McGinley**, Graduate Assistant
  - [irbassistant@montclair.edu](mailto:irbassistant@montclair.edu)
- **Danielle Richardson**, Compliance Coordinator
  - [richardsonda@montclair.edu](mailto:richardsonda@montclair.edu), (973) 655-7807

Also email: [reviewboard@montclair.edu](mailto:reviewboard@montclair.edu)

