

Cayuse IRB - Quick Directions for Administrative Check-in or Renewal Submission

- 1) Log in to the Cayuse research suite (montclair.cayuse424.com) and click Cayuse IRB.
- 2) Locate your study by clicking "Studies" on the left sidebar.
- 3) Click "New Submission" on your Study Details page and select "Renewal"

- 4) Choose "Edit" to begin working on your submission.

- 5) If you are completing an Administrative Check-in, choose “Administrative Check-in” as your Submission type and if you are instead completing a Renewal, please choose “Renewal”. If you’re not sure which to check off, email reviewboard@montclair.edu **If completing an Administrative Check-in, continue to 6a. If completing a Renewal, please continue to 6b.**

The screenshot shows the top portion of the Cayuse IRB submission form. The header includes the study title "TEST It's How You Read It: Vocal Inflection and Tone as Predictors of ..." and the IRB number "IRB-FY17-18-906". Navigation buttons for "CREATE PDF", "COMPARE", and "SAVE" are visible. The left sidebar shows the "Sections" menu with "Renewal Or Administrative Check-in" selected. The main content area is titled "Renewal Or Administrative Check-in" and contains instructions: "You are completing this form for either a Renewal Submission or an Administrative Check- In. If you do not know which submission to choose, check your study status or approval letter. If your initial study was reviewed as Exempt or Expedited complete the Administrative Check-in. If you study is Full, complete the Renewal." Below this, the "Submission Type" section has two radio buttons: "Administrative Check-in" and "Renewal". The "Does your study involve an IAA (Institutional Authorization Agreement) with another institution?" section has a "Yes" radio button selected, followed by a text box for describing changes and a "No" radio button.

- 6)
- a) **For Administrative Check In** - You will notice three new tabs on the left-hand sidebar. Use the arrows in the upper right-hand corner to navigate through the submission as you would for an initial submission. Click save at any time to leave Cayuse IRB and complete your submission at a later time.

This screenshot shows the same form as the previous one, but with the "Administrative Check-in" radio button selected under "Submission Type". The left sidebar now shows three additional tabs: "Status Research", "Research Team and Site Ap...", and "Participants and Findings". The "SAVE" button in the top right corner is highlighted with a red box and a blue arrow. A red question mark icon is visible in the bottom right corner of the form area.

- STUDY

IRB NUMBER: IRB-FY17-18-906

TEST It's How You Read It: Vocal Inflection and Tone as Predictors of ...

CREATE PDF

COMPARE

SAVE

Sections

Renewal Or Administrative Check-in

Status of the Research

Current Research Team & ...

Participants

Research Findings

Incidents, Complaints, Risk...

Renewal Or Administrative Check-in

You are completing this form for either a Renewal Submission or an Administrative Check- In. If you do not know which submission to choose, check your study status or approval letter.

If your initial study was reviewed as Exempt or Expedited complete the Administrative Check-in. If your study is Full, complete the Renewal.

Submission Type

☐ Administrative Check-in

☒ Renewal

Does your study involve an IAA (Institutional Authorization Agreement) with another institution?

☐ Yes

If the IAA has the external institution listed as the IRB of Record, has anything changed with your collaborating institution? (I.e. Incident reporting significant modifications and/or approvals)

If yes, please describe below.

☒ No

- *Additional comment

* Adult Consent Form(s)

Please attach your adult consent form(s)

ATTACH

Survey.docx | ✕

Collapse Comments

Amy Krenzer Today at 11:20 AM

Please revise the consent document
and lower the reading level to grade
8.

Reply

B I U ↺ ☰
☷ 🔗 🖼️

Ok!

SAVE CANCEL