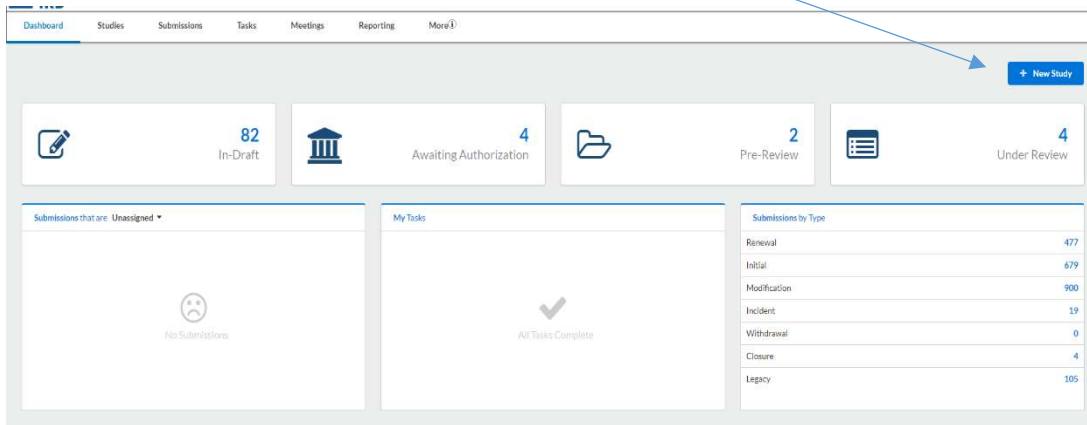
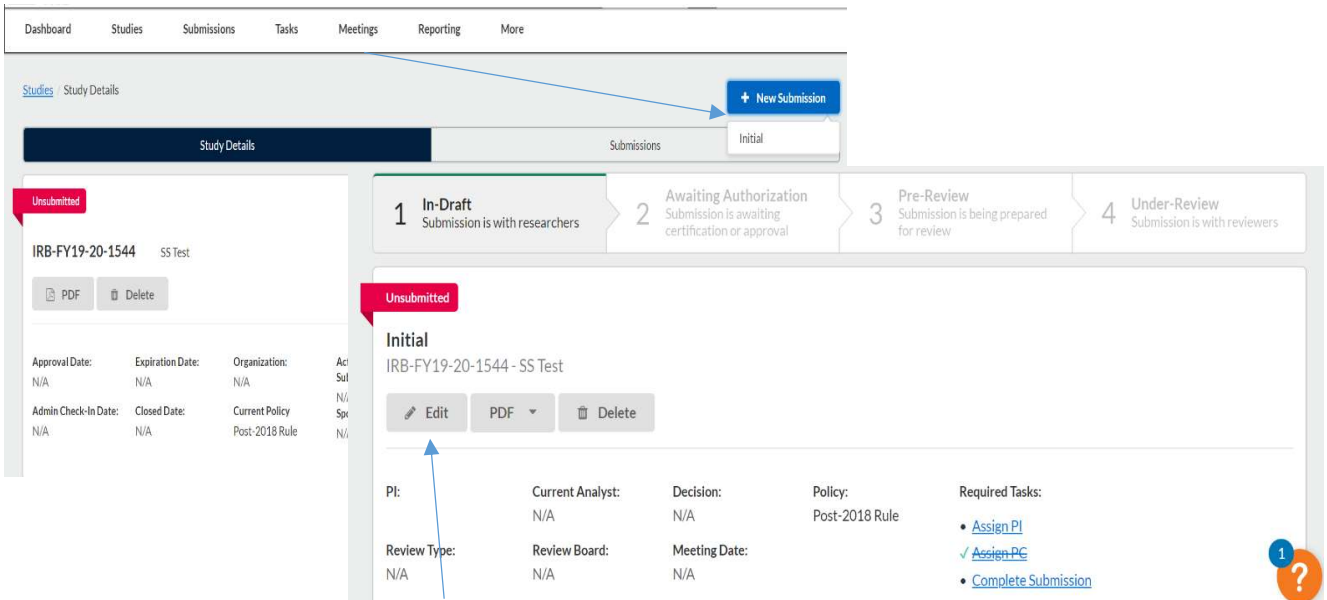


Cayuse IRB Quick Directions for Initial Submission

1. Log in to the Cayuse research suite and click Cayuse IRB.
2. Click “new study” in the right hand corner of the dashboard.



3. Type the name of your study and click the blue check mark.
4. Click “new submission” and select “initial”



5. Click “Edit” to begin the submission.

***reminder- student researchers leading a research study must assign their faculty sponsor as the PI and themselves as the PC or primary contact. This can be done directly in the submission. ***

The screenshot shows the Cayuse IRB submission interface for a study titled "SS Test - Initial" with IRB number "IRB-FY19-20-1544". The top navigation bar includes "STUDY", "CREATE PDF", "COMPARE", and "SAVE" buttons. The left sidebar shows "Sections" with "Personnel" selected. The main content area displays the "Personnel" section with a "FIND PEOPLE" button. A popup window titled "PRINCIPAL INVESTIGATOR" is open, showing a search box and a table with columns "Name", "Organization", "Email", and "Phone". The table is currently empty, with a message "Use the search box above to find records." and "Selected Records" section below it.

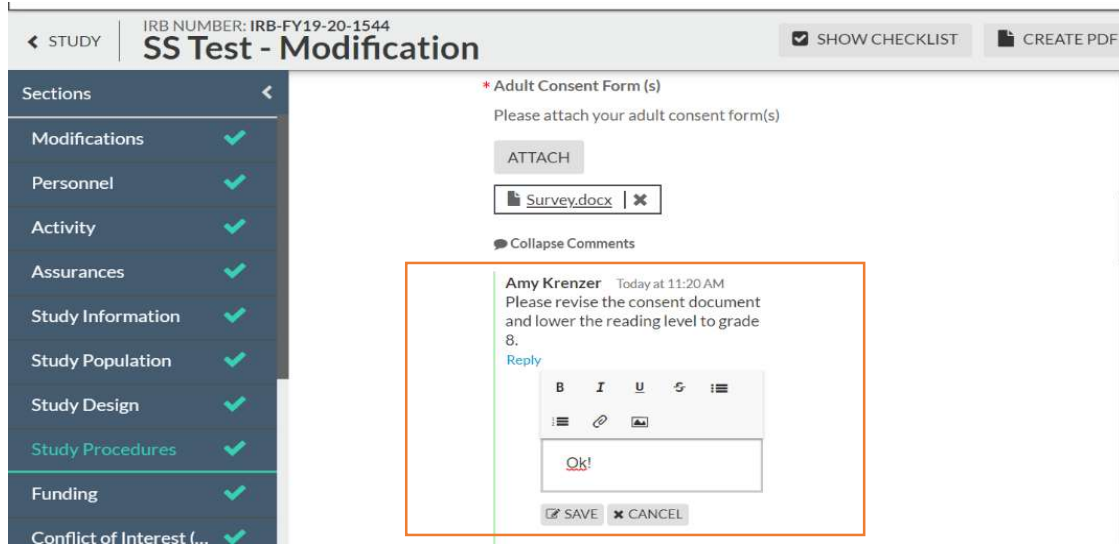
6. You will use the arrows in the upper right hand corner to navigate through the submission. Click save at any time to leave Cayuse IRB and complete your submission at a later time.

The screenshot shows the Cayuse IRB submission interface for the same study. The top navigation bar includes "Dashboard", "Studies", "Submissions", "Tasks", "Meetings", "Reporting", and "More" buttons. The left sidebar shows "Sections" with "Personnel" selected and a green checkmark. The main content area displays the "Personnel" section with a "Personnel" header and an "Applicant Status" field. The field has a dropdown menu with options: "Faculty", "Staff", "Adjunct", "Student", and "Degree Program". The "Student" option is selected. Below "Degree Program", there are radio buttons for "Undergraduate", "Post Graduate or Certificate Program", "Masters", and "Doctorate". The "Undergraduate" option is selected. A "SAVE" button is highlighted in the top right corner.

7. When you complete the section, a green check mark will appear on the sidebar.
8. You will likely have to attach several things to your submission. You will click "attach" and browse for the file or link in the popup.

9. When the submission is complete, the options to “Complete submission” and “send to PI for certification” will appear in the sidebar. You can click Complete Submission on the sidebar if you are the PI. Student researchers must send the submission to the PI.
10. If you are the PI, certify the submission by clicking “certify.” Read the pop-up statement and confirm. The submission must be certified for IRB staff to begin the review process.

You will likely eventually have to make revisions to your submission which may involve responding to comments. To do this you will click “Expand comments.” Type your reply and click “Save.” Then change the status from not addressed to “addressed.”



The screenshot displays the IRB submission interface for "SS Test - Modification" (IRB NUMBER: IRB-FY19-20-1544). The left sidebar lists sections: Modifications, Personnel, Activity, Assurances, Study Information, Study Population, Study Design, Study Procedures, Funding, and Conflict of Interest. The main content area shows a section for "Adult Consent Form (s)" with an "ATTACH" button and a file named "Survey.docx". Below this is a "Collapse Comments" section. A comment from Amy Krenzer, dated "Today at 11:20 AM", reads: "Please revise the consent document and lower the reading level to grade 8." A "Reply" box is open, containing a rich text editor with bold, italic, underline, and list icons, a text input field containing "Ok!", and "SAVE" and "CANCEL" buttons.