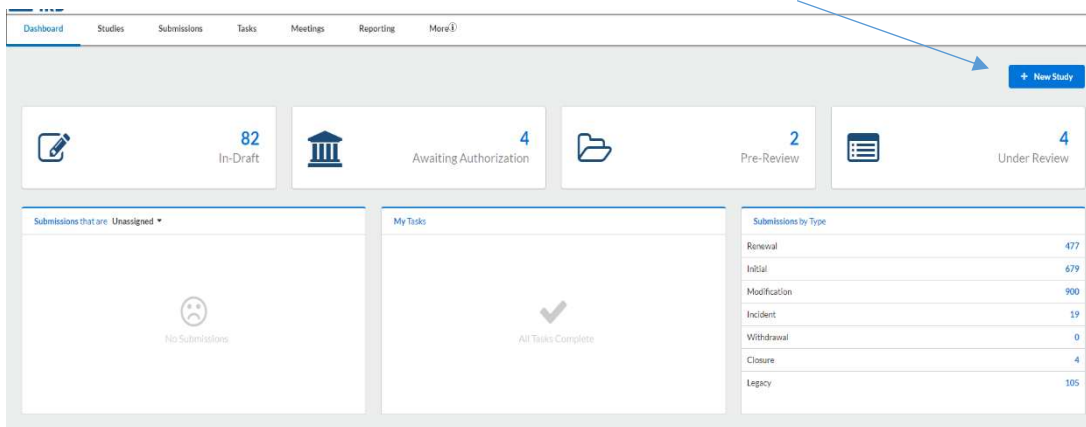
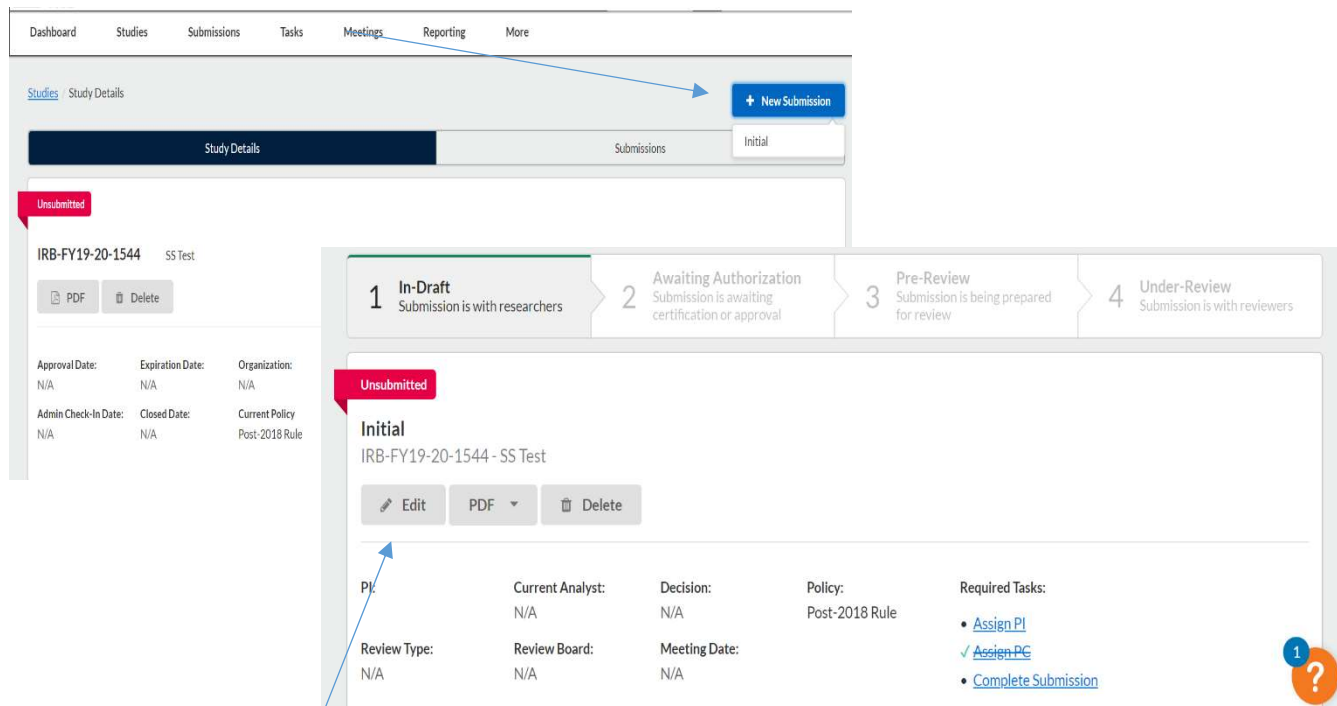


Cayuse IRB Quick Directions for Student Initial Submission

1. Log in to Cayuse and click Cayuse IRB.
2. Click "new study" in the right hand corner of the dashboard.



3. Type the name of your study. Preface your study title with "SS." Example: "SS Sample Study Title." Click the blue check mark.
4. Click "new submission" and select "initial"



5. Click "Edit" to begin the submission.
6. Choose "student" in the first question in the Personnel section and designate your degree path.

7. List your **faculty sponsor as the Primary Investigator (PI) and yourself as the Primary Contact (PC) under Personnel.**

IRB NUMBER: IRB-FY19-20-1544
SS Test - Initial

Sections: Personnel, Activity, Attachments

Please note: If you cannot find a person in a people finder, please contact the IRB Office immediately.

* 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

PRINCIPAL INVESTIGATOR

Search...

Name	Organization	Email	Phone
Use the search box above to find records.			

Selected Records * Select a single record.
No records selected. Select a record and click Save to apply.

8. 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.

Dashboard Studies Submissions Tasks Meetings Reporting More

IRB NUMBER: IRB-FY19-20-1544
SS Test - Initial

Sections: Personnel, Activity, Assurances, Study Information, Study Population, Study Design, Study Procedures, Funding

Personnel

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

Faculty
 Staff
 Adjunct
 Student

* Degree Program
 Undergraduate
 Post Graduate or Certificate Program
 Masters
 Doctorate

SAVE

9. When you complete the section, a green check mark will appear on the sidebar.
10. 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.
11. When the submission is complete, the option to “send to PI for certification” will appear in the sidebar. Choose this option to send your submission to your faculty sponsor for their approval.
12. Your faculty sponsor must log in and certify the submission before it is received by the IRB Staff.

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 a web interface for an IRB submission titled "SS Test - Modification" with the IRB number "IRB-FY19-20-1544". The interface includes a sidebar with 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" is visible, stating: "Please revise the consent document and lower the reading level to grade 8." A "Reply" box is open, containing a rich text editor with formatting options (bold, italic, underline, link, list) and a text input field containing "Ok!". The "Reply" box has "SAVE" and "CANCEL" buttons at the bottom.