Montclair State University

Guidance and Information from the Office of the

INSTITUTIONAL REVIEW BOARD

montclair.edu/IRB

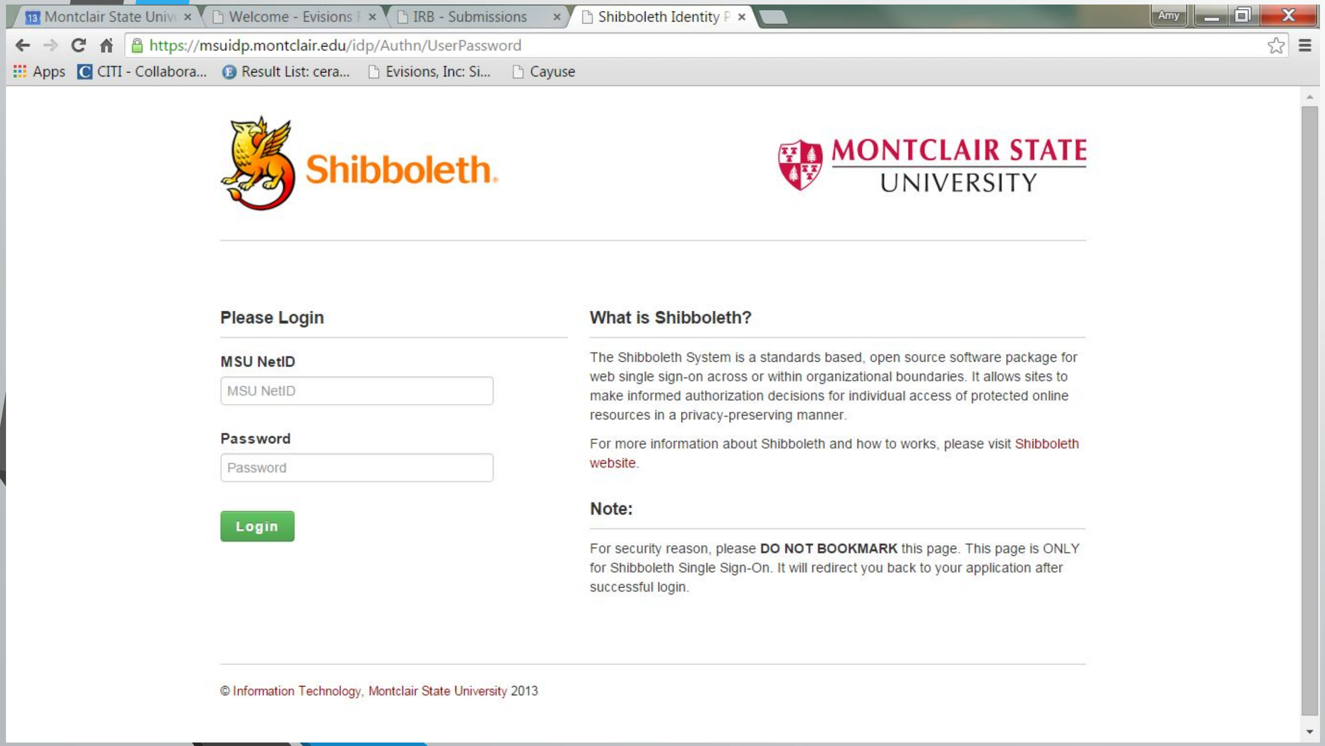
Cayuse IRB - Initial Training

Completing your initial submission

Logging in to Cayuse IRB

Active Faculty and Staff

- You will use your netID and regular Montclair password



Students, New Staff and Faculty

- If you are a student or relatively new faculty or staff member, you will not be in our system
- You will request an account at our website, www.montclair.edu/irb/cayuse
- **We will not ask you for your password or CWID**
- Your account will be activated in 1-2 business days

Before you begin…

- You may have best results using Chrome (not necessary)
- Must enable pop-ups

Evisions Research Suite

3.2

Research Administration Modules

Cayuse SP (Sponsored Projects)
Cayuse 424
Cayuse IRB (Human Studies Compliance)

System Administration Applications

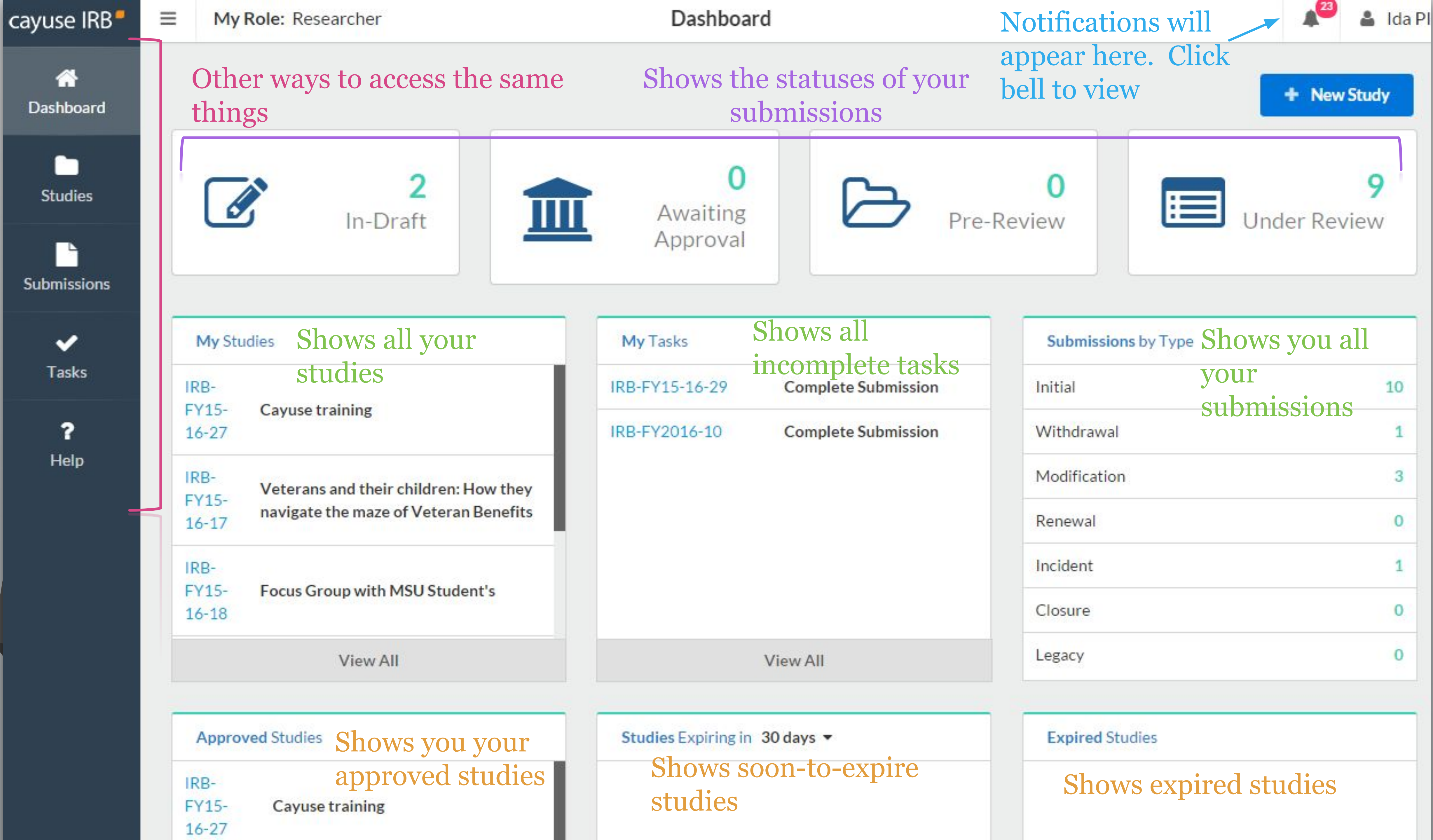
Backbone
Research Contacts
Workflow

Application Help

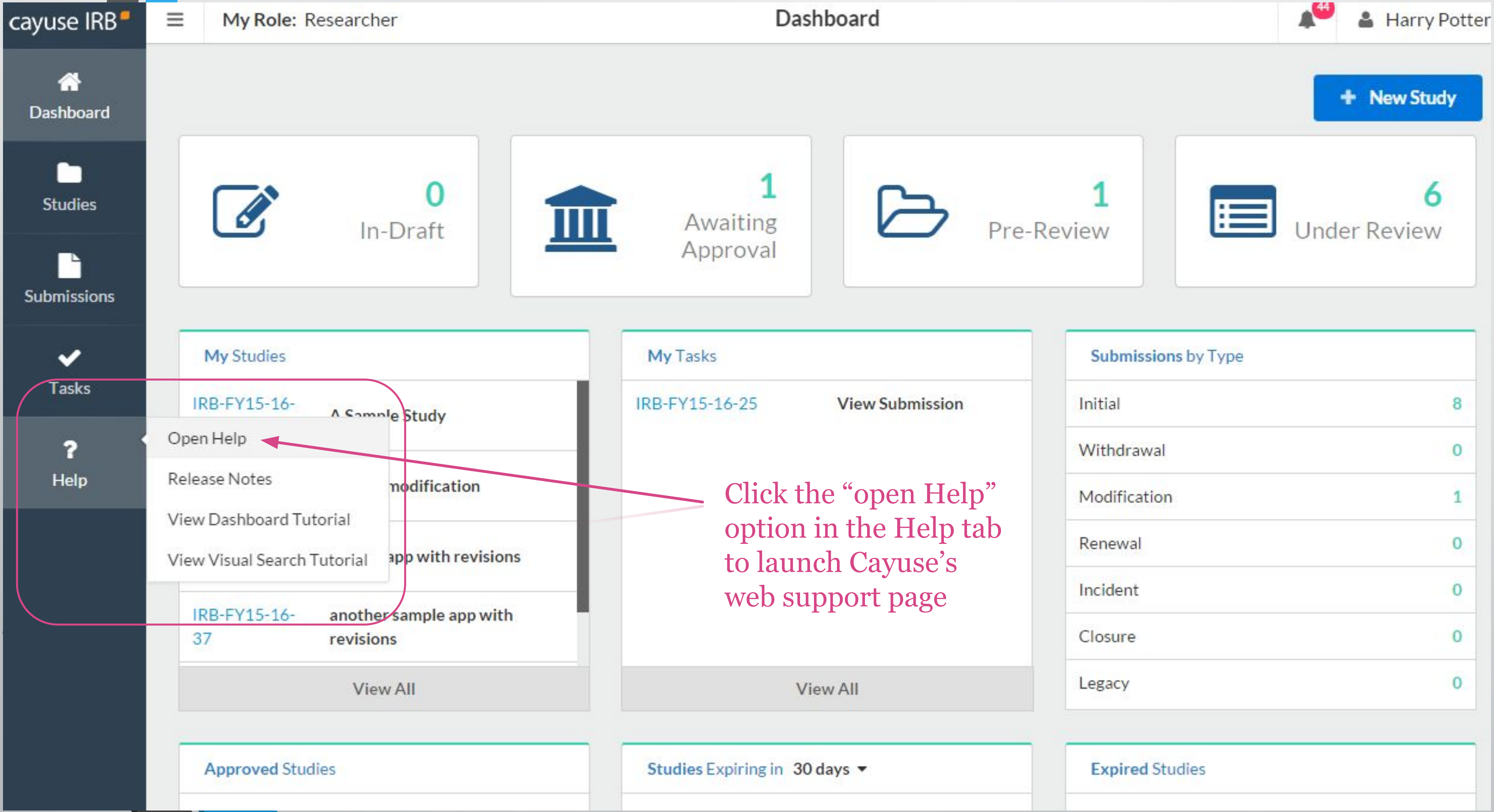
Research Suite Support Center
Browser Support & Configuration

Your Dashboard

When you sign in, every time you will come to this page!



cayuse IRB
My Role: Researcher
Dashboard
Notifications will appear here. Click bell to view
23
Ida PI
Dashboard
Studies
Submissions
Tasks
Help
Other ways to access the same things
Shows the statuses of your submissions
New Study
2
In-Draft
0
Awaiting Approval
0
Pre-Review
9
Under Review
My Studies
Shows all your studies
IRB-FY15-16-27
Cayuse training
IRB-FY15-16-17
Veterans and their children: How they navigate the maze of Veteran Benefits
IRB-FY15-16-18
Focus Group with MSU Student's
View All
My Tasks
Shows all incomplete tasks
IRB-FY15-16-29
Complete Submission
IRB-FY2016-10
Complete Submission
View All
Submissions by Type
Shows you all your submissions
Initial 10
Withdrawal 1
Modification 3
Renewal 0
Incident 1
Closure 0
Legacy 0
Approved Studies
Shows you your approved studies
IRB-FY15-16-27
Cayuse training
Studies Expiring in 30 days
Shows soon-to-expire studies
Expired Studies
Shows expired studies

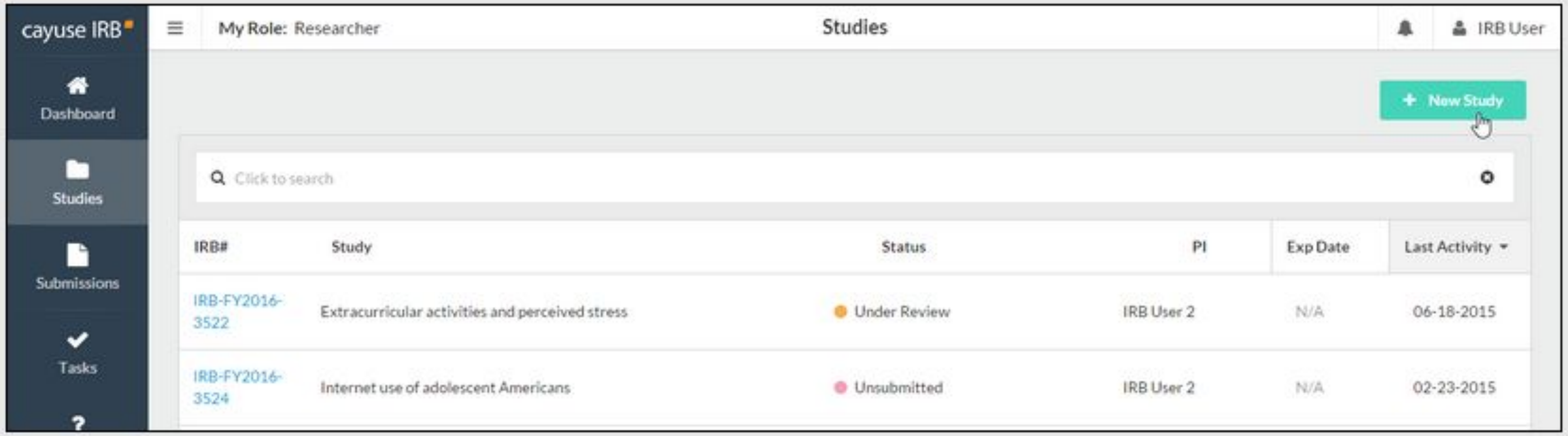


Click the “open Help” option in the Help tab to launch Cayuse’s web support page

You are here: Creating a New Study

Creating a New Study

To create a new study, click the **New Study** button in the upper right of either the Studies page or your Dashboard.



Enter a title for your study (up to 600 characters). Then, click the **Save** button.

What are notifications?

- Emails that will alert you that your submission requires attention

  i.e. revise submission to answer IRB questions, certification required

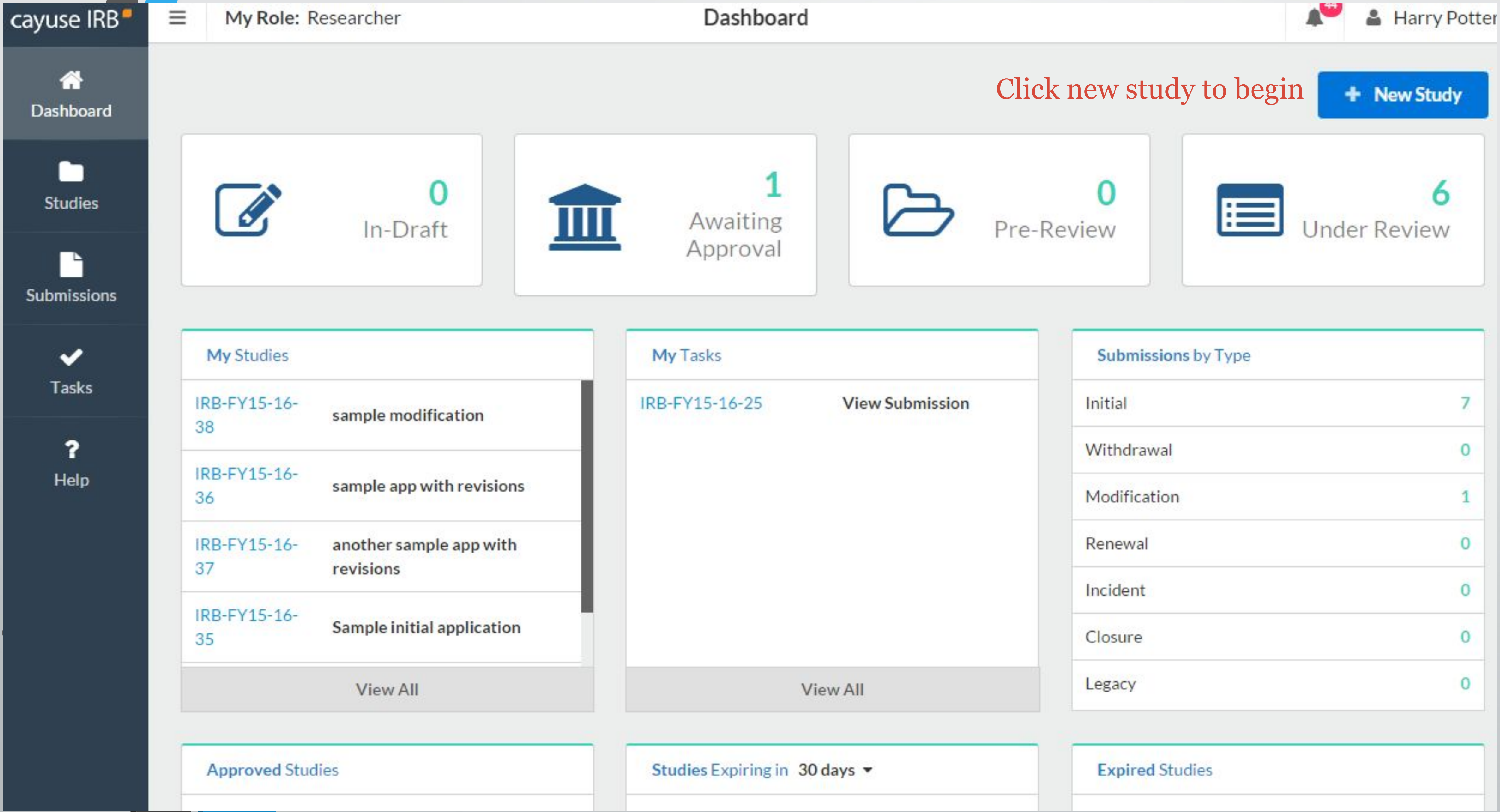
- Notifications will appear in-system **AND** be sent to your MSU email
- When you are required by the IRB to make corrections or revisions, it will also show up in your “Tasks” section of the dashboard

Study vs. Submission

- Study refers to your entire research project
- Submission refers to specific applications- e.g. initial application, modification, renewal, closure, etc.

Steps to creating an initial submission

1. Click on blue "+ New Study" button on top right hand side
2. Give your study a title. If it is a student led research project, preface your title with "SS" ex: "**SS Sample Study Title**." Click on the blue checkmark on right-hand side to confirm study title.
3. You will see an IRB number such as "IRB-FY15-16-45" and you will see a pink banner on left side which states status "Unsubmitted".
4. Click on blue "+ New Submission" button on top right hand side.
5. A drop down will appear with the word "INITIAL" – click on it.
6. You are now able to "Edit" your new submission!


cayuse IRB
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Click new study to begin
+ New Study
0
In-Draft
1
Awaiting Approval
0
Pre-Review
6
Under Review
My Studies
IRB-FY15-16-38
sample modification
IRB-FY15-16-36
sample app with revisions
IRB-FY15-16-37
another sample app with revisions
IRB-FY15-16-35
Sample initial application
View All
My Tasks
IRB-FY15-16-25
View Submission
View All
Submissions by Type
Initial 7
Withdrawal 0
Modification 1
Renewal 0
Incident 0
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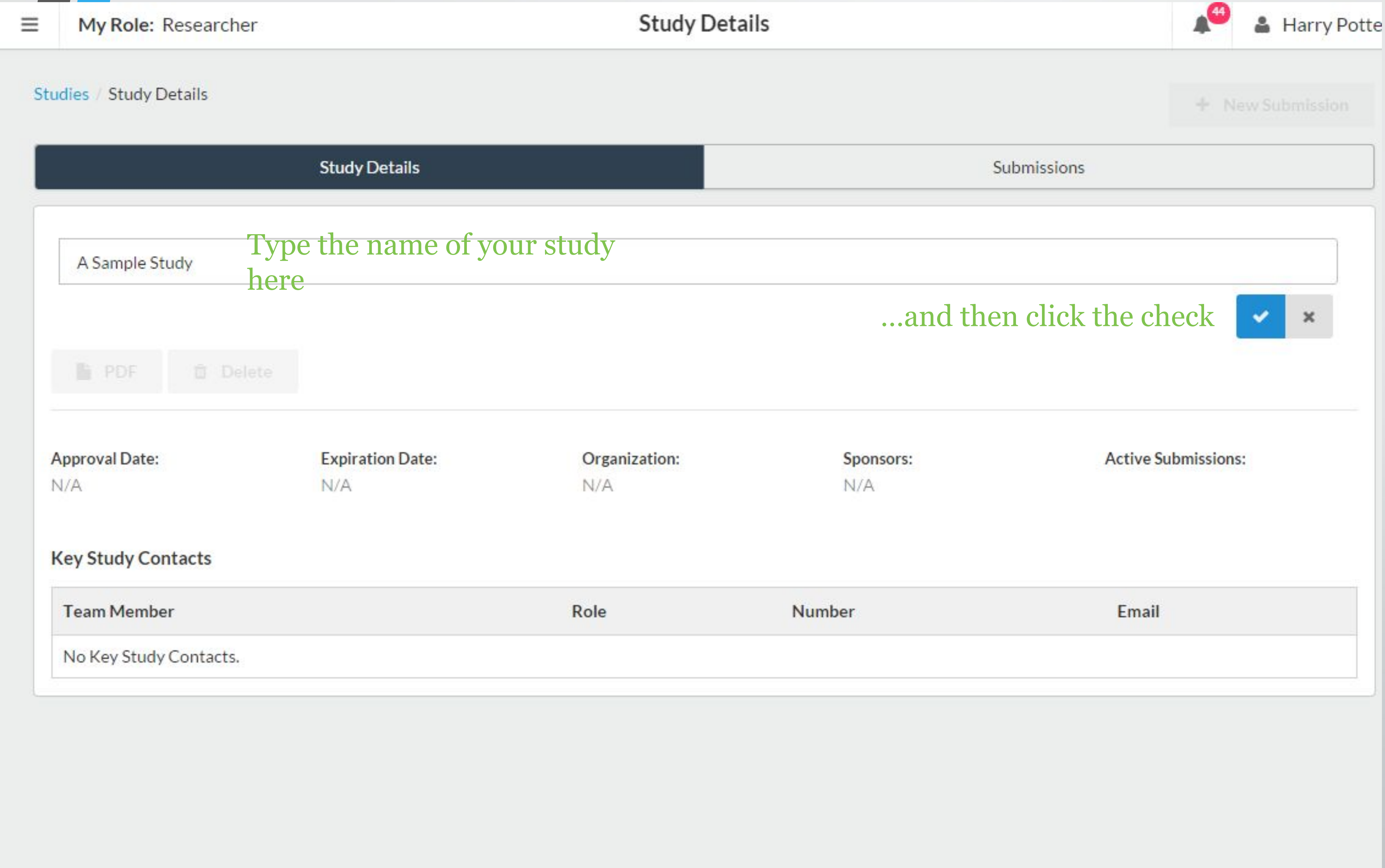
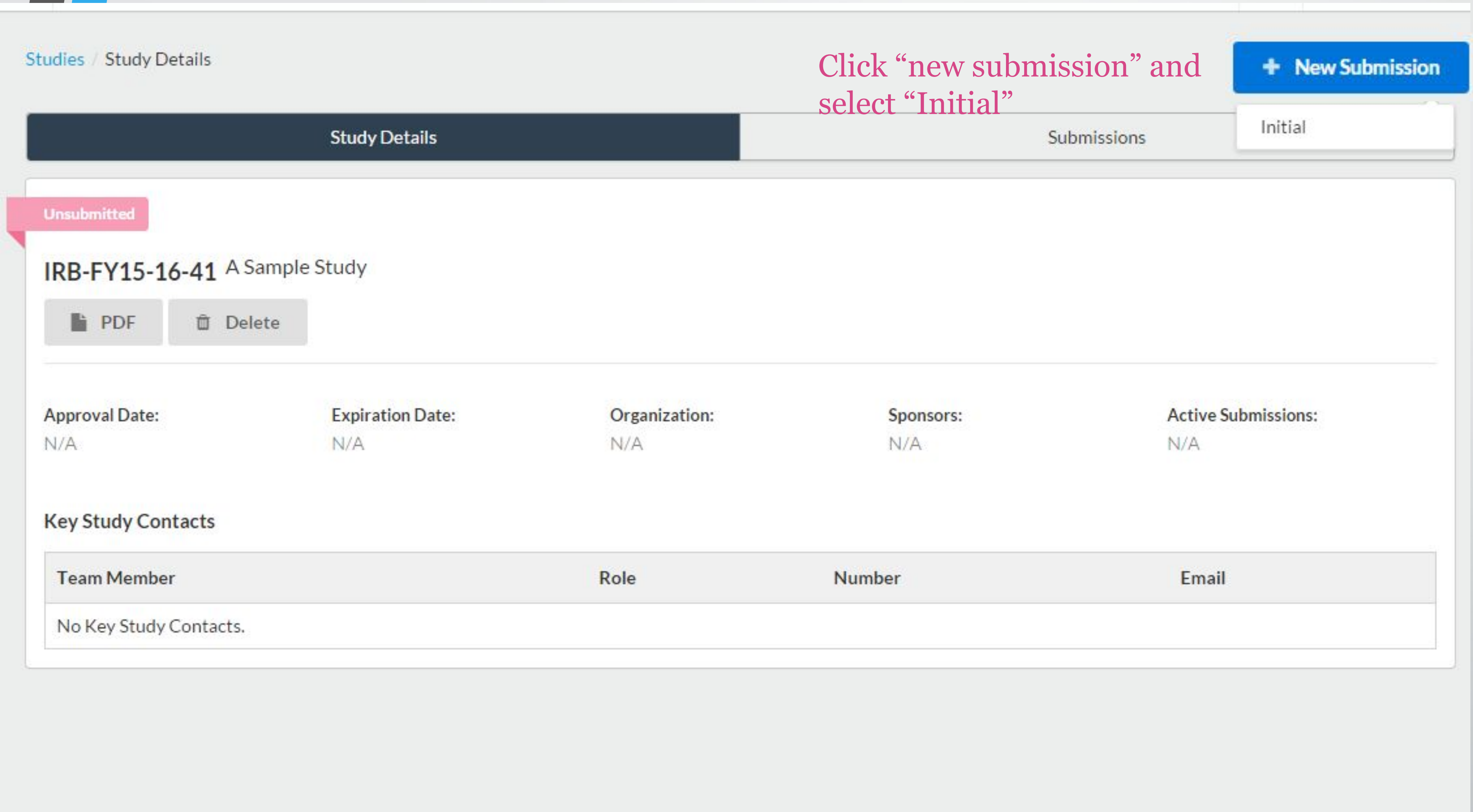
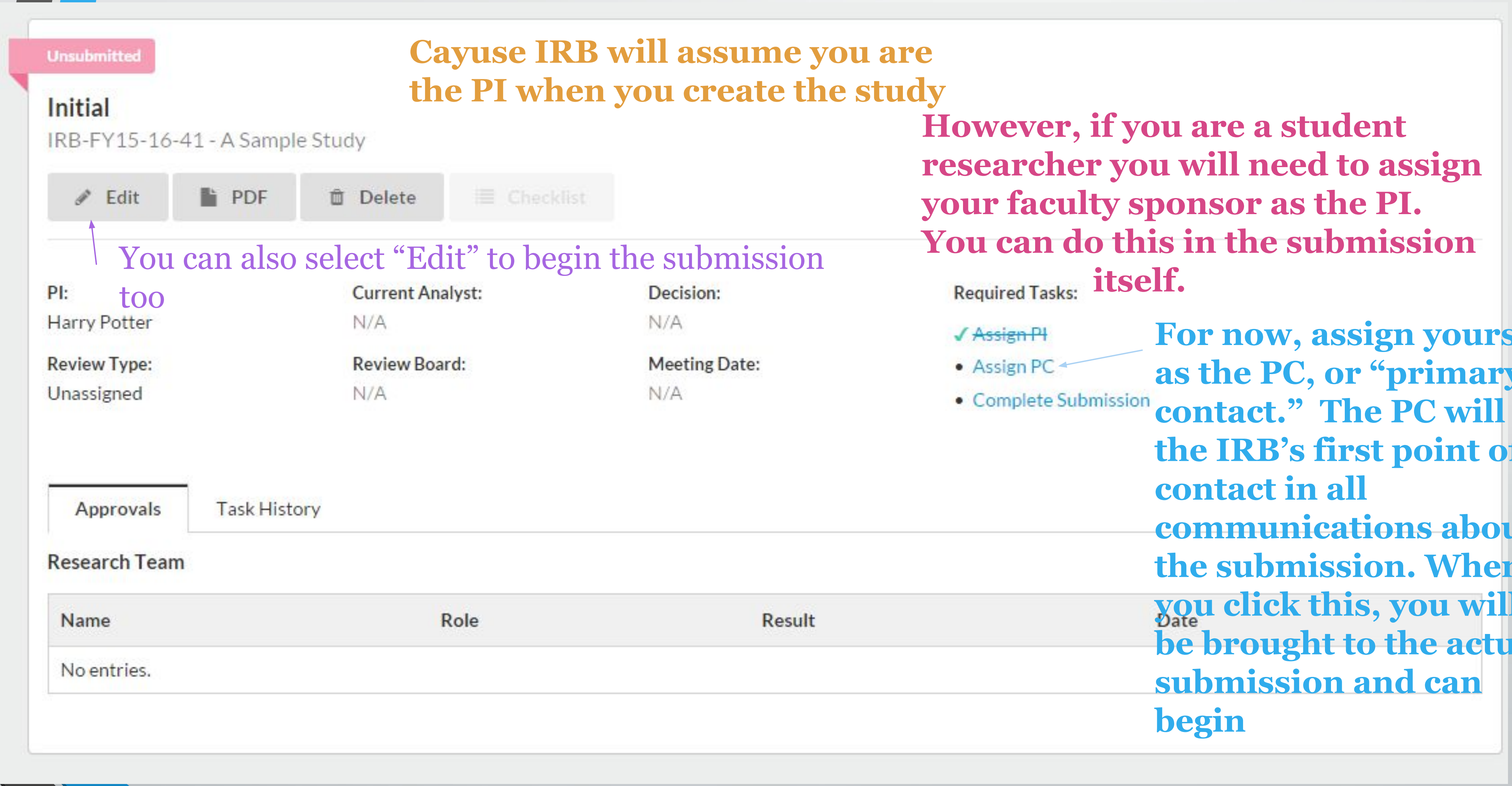
Legacy 0
Approved Studies
Studies Expiring in 30 days
Expired Studies


My Role: Researcher
Study Details
44
Harry Potte
Studies / Study Details
New Submission
Study Details
Submissions
A Sample Study
Type the name of your study here
...and then click the check
PDF
Delete
Approval Date:
N/A
Expiration Date:
N/A
Organization:
N/A
Sponsors:
N/A
Active Submissions:
Key Study Contacts
Team Member
Role
Number
Email
No Key Study Contacts.

Click “new submission” and select “Initial”





Cayuse IRB will assume you are the PI when you create the study

However, if you are a student researcher you will need to assign your faculty sponsor as the PI. You can do this in the submission itself.

You can also select "Edit" to begin the submission too

For now, assign yourself as the PC, or "primary contact." The PC will be the IRB's first point of contact in all communications about the submission. When you click this, you will be brought to the actual submission and can begin

☰ **My Role:** Researcher

44 Harry Potter

‹ STUDY

IRB NUMBER: **IRB-FY15-16-41**

A Sample Study - Initial

CREATE PDF | COMPARE | SAVE

Sections

- Personnel
- Activity
- Attachments

Personnel

*** Applicant Status**

Please click one below.

- (•) Faculty
- ( ) Staff
- ( ) Adjunct
- ( ) Student

Applicant: Faculty or Staff or Adjunct Faculty

This brings us to the submission. The PI and PC distinction is also explained here!

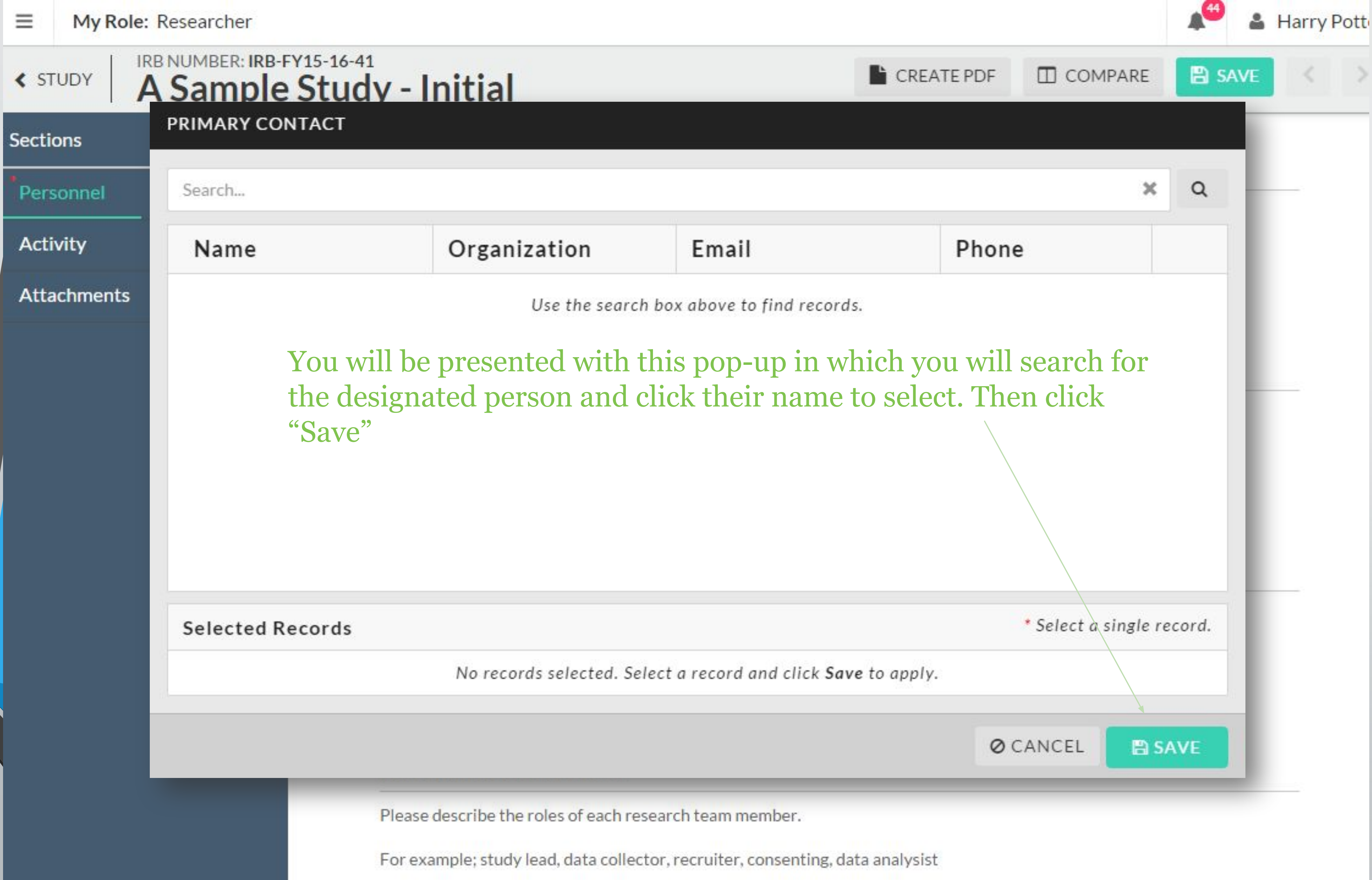
Please provide the Principal Investigator and the Primary Contact of this study/activity.

Principal Investigator

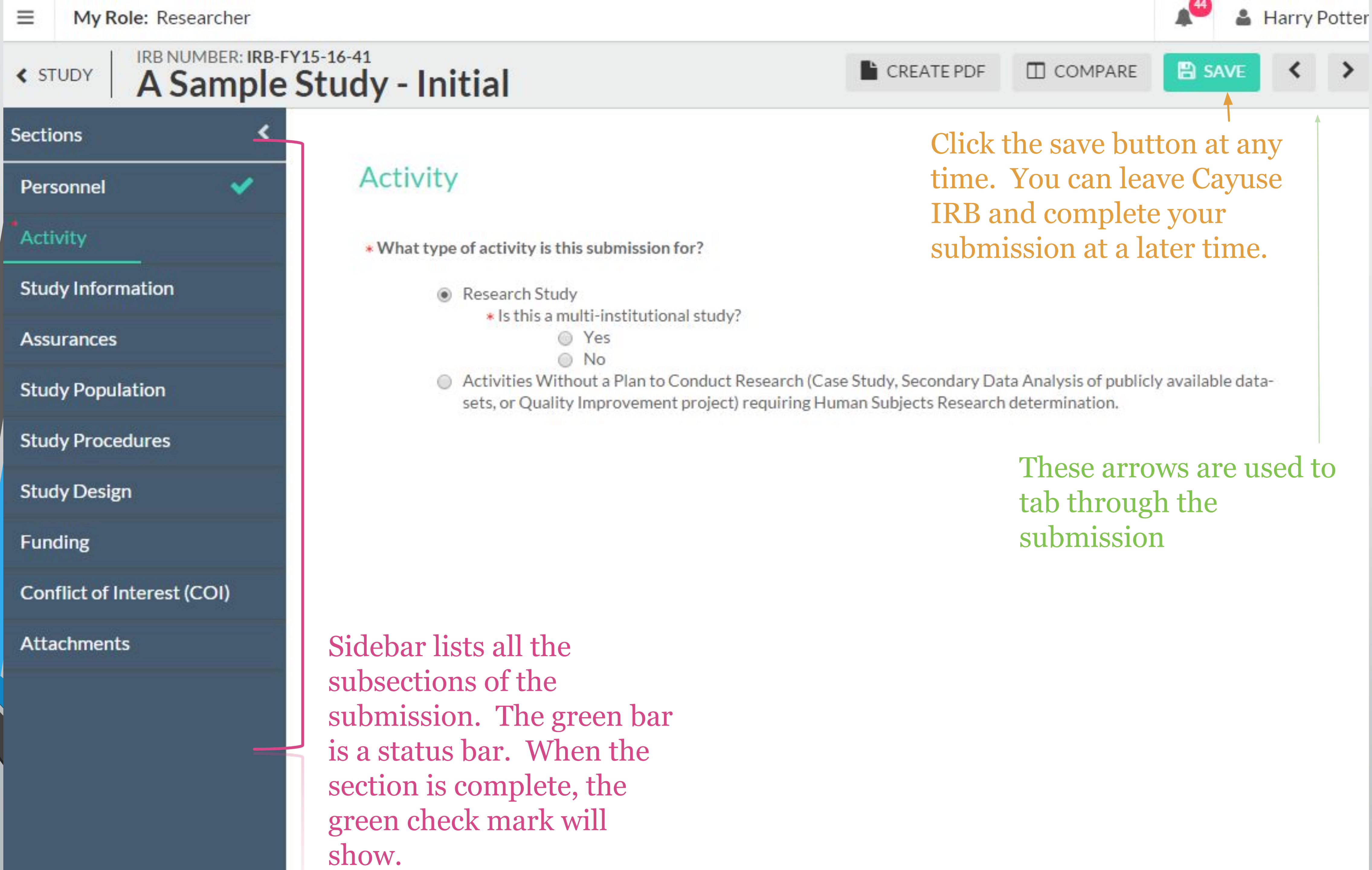
- *If you are the PI, your name should have already auto-filled.*
- *If another faculty or staff will be PI, delete your name and find the PI's name below.*

Primary Contact

- *This can be the same individual as the listed PI.*
- *Select another individual as your primary contact if that individual will be managing the IRB submission process on your behalf.*



You will be presented with this pop-up in which you will search for the designated person and click their name to select. Then click "Save"



Click the save button at any time. You can leave Cayuse IRB and complete your submission at a later time.

These arrows are used to tab through the submission

Sidebar lists all the subsections of the submission. The green bar is a status bar. When the section is complete, the green check mark will show.

My Role: Researcher

Harry Potter

STUDY

IRB NUMBER: IRB-FY15-16-41

A Sample Study - Initial

CREATE PDF | COMPARE | SAVE

Sections

- Personnel ✓
- Activity ✓
- Study Information ✓
- Assurances
- Study Population ✓
- Study Procedures
- Study Design
- Funding
- Conflict of Interest (COI)
- Attachments

* **Adult Consent**

Check any and all that apply.

- [x] Adult Consent Form

  Link to the MSU IRB Adult Consent Form Templates

  Readability for consent documents must follow:

  - General public - 6th to 8th grade reading ability
  - College Students - 10th to 12 grade reading ability
  - Professionals -12+ reading ability

  * **Adult Consent Form (s)**

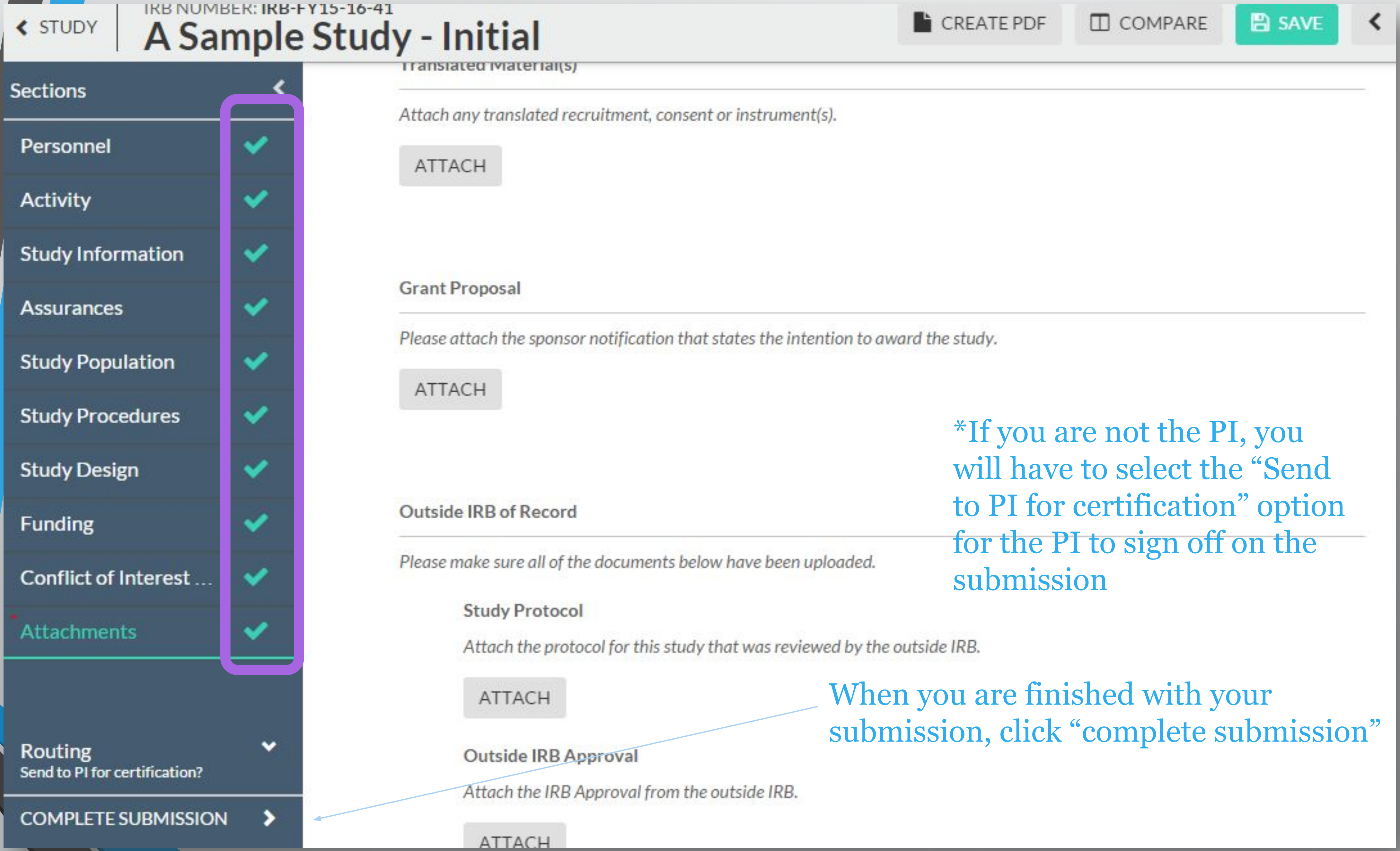
  Please attach your adult consent form(s)

  ATTACH

- [ ] Online Consent
- [ ] Requesting waiver or alteration of standard informed consent procedures
- [ ] Consent form non-English speaking participants
- [ ] Debriefing form (for use in deception studies only)
- [ ] Cognitively impaired or differently abled population consent

* **Will you offer compensation to your participants?**

You will likely have to attach several things to your submission. You'll click the "Attach" button and follow the instructions of the pop-up. You can now attach a link OR a document



*If you are not the PI, you will have to select the "Send to PI for certification" option for the PI to sign off on the submission

When you are finished with your submission, click "complete submission"

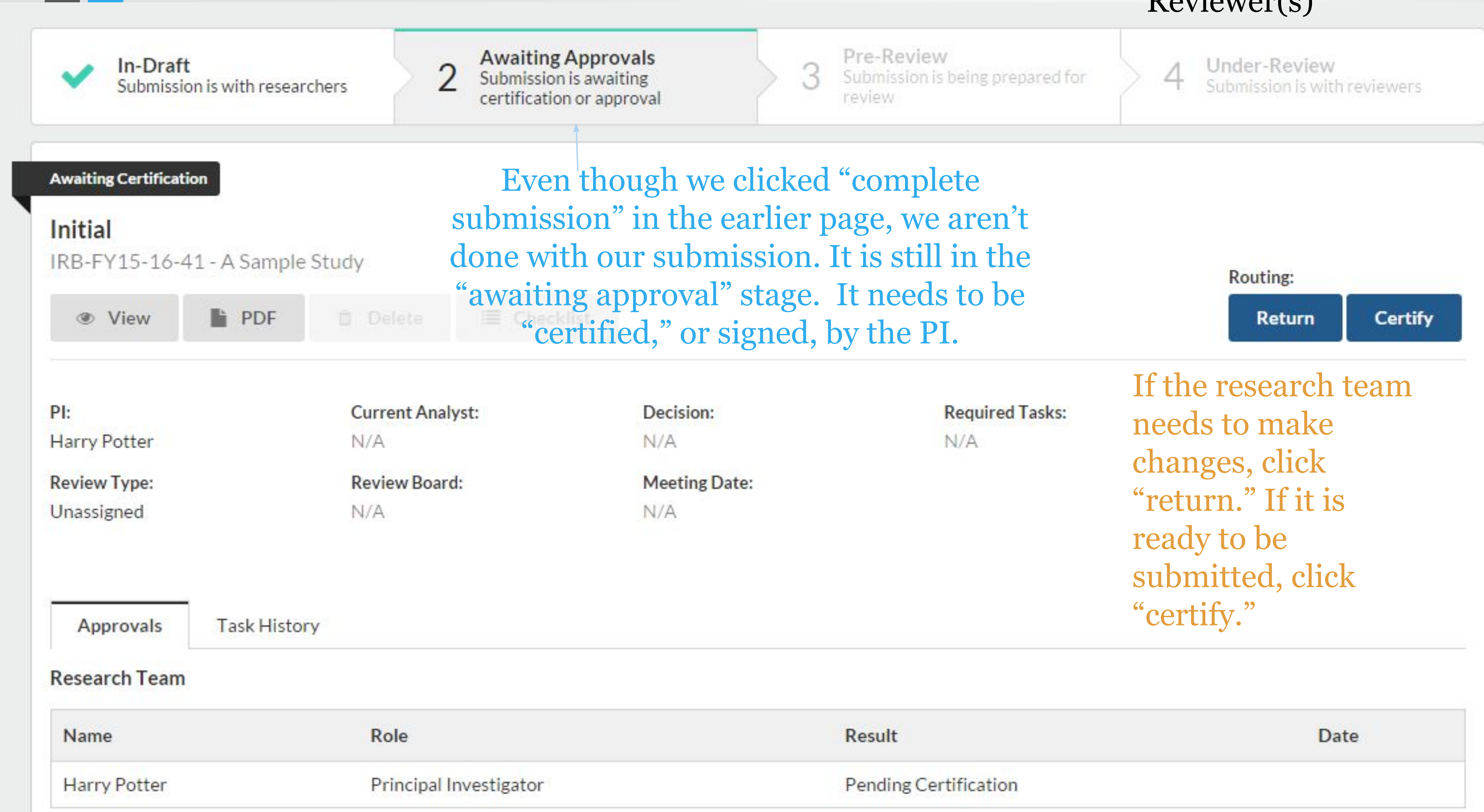
Now we are back to the general "Study page." On the study page you can see the status of your submission

In-Draft

Needs to be certified

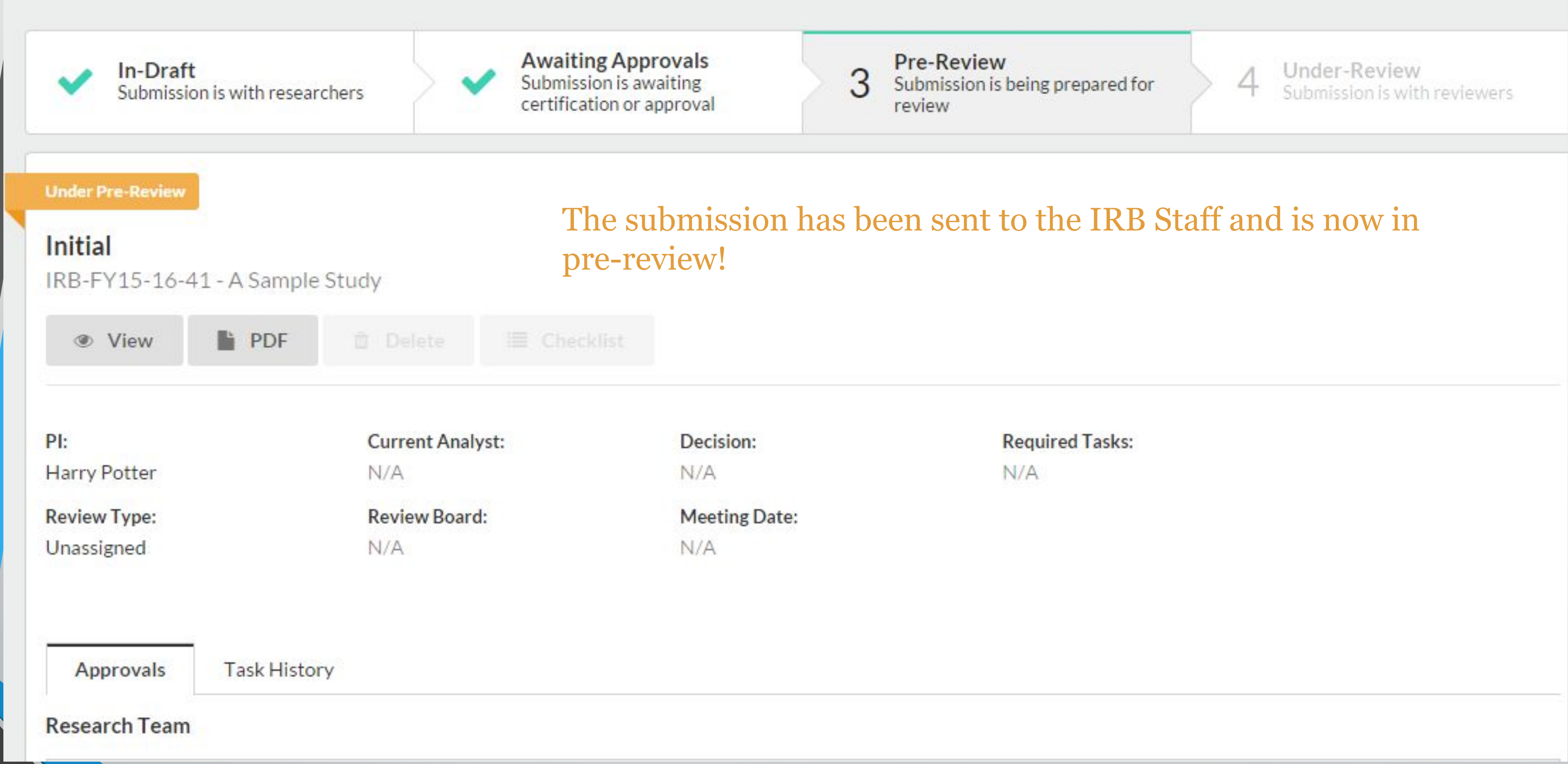
With IRB Staff

With IRB Reviewer(s)



Even though we clicked "complete submission" in the earlier page, we aren't done with our submission. It is still in the "awaiting approval" stage. It needs to be "certified," or signed, by the PI.

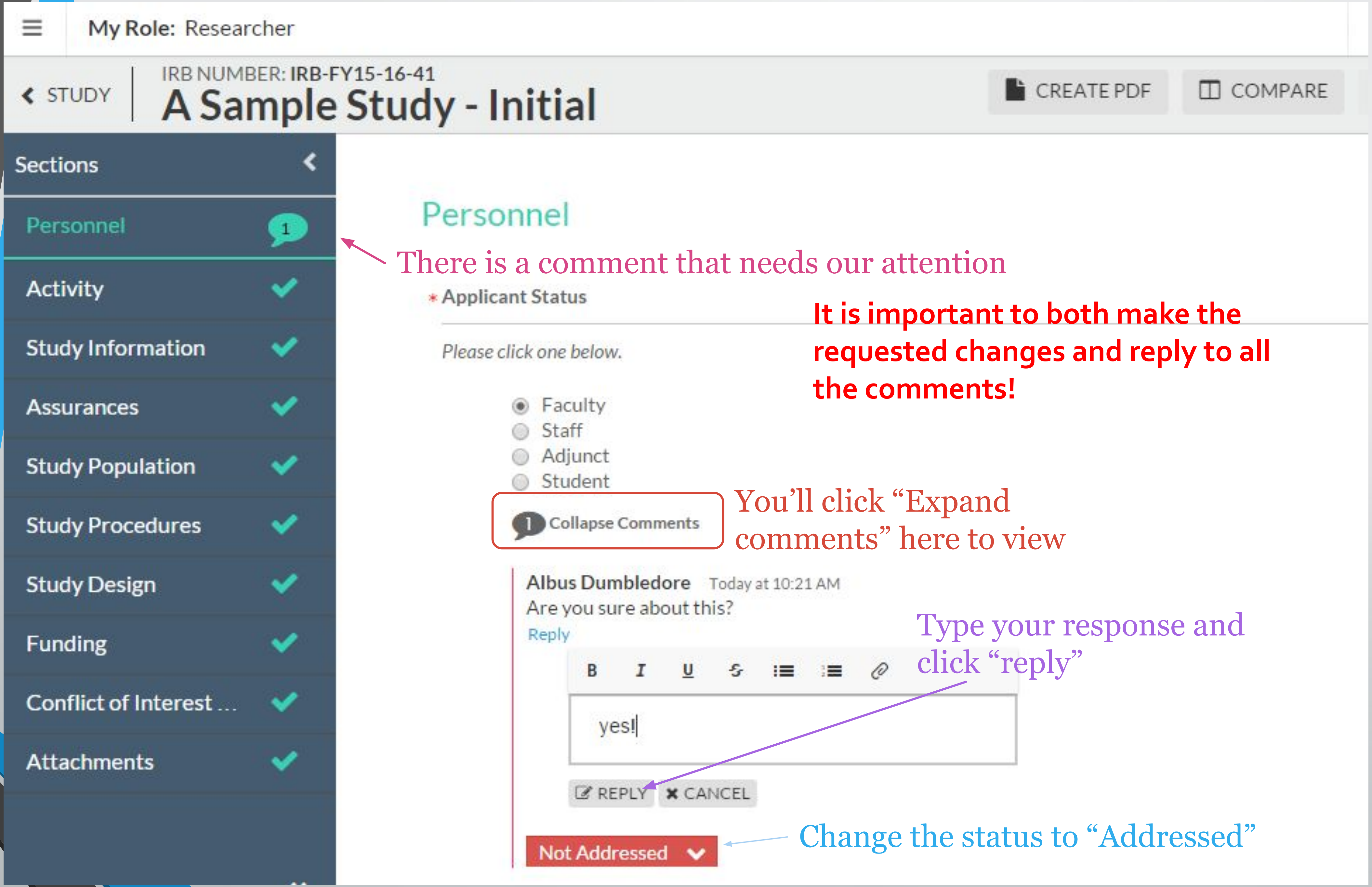
If the research team needs to make changes, click "return." If it is ready to be submitted, click "certify."



The submission has been sent to the IRB Staff and is now in pre-review!

Making revisions and replying to IRB requests

- In most cases, you will be required to make some revisions to your submission before receiving IRB approval
- In Cayuse IRB, this takes the form of both making changes to your submission and replying directly to comments
- You will receive an email notification for revisions, and you will find your "tasks" on the dashboard



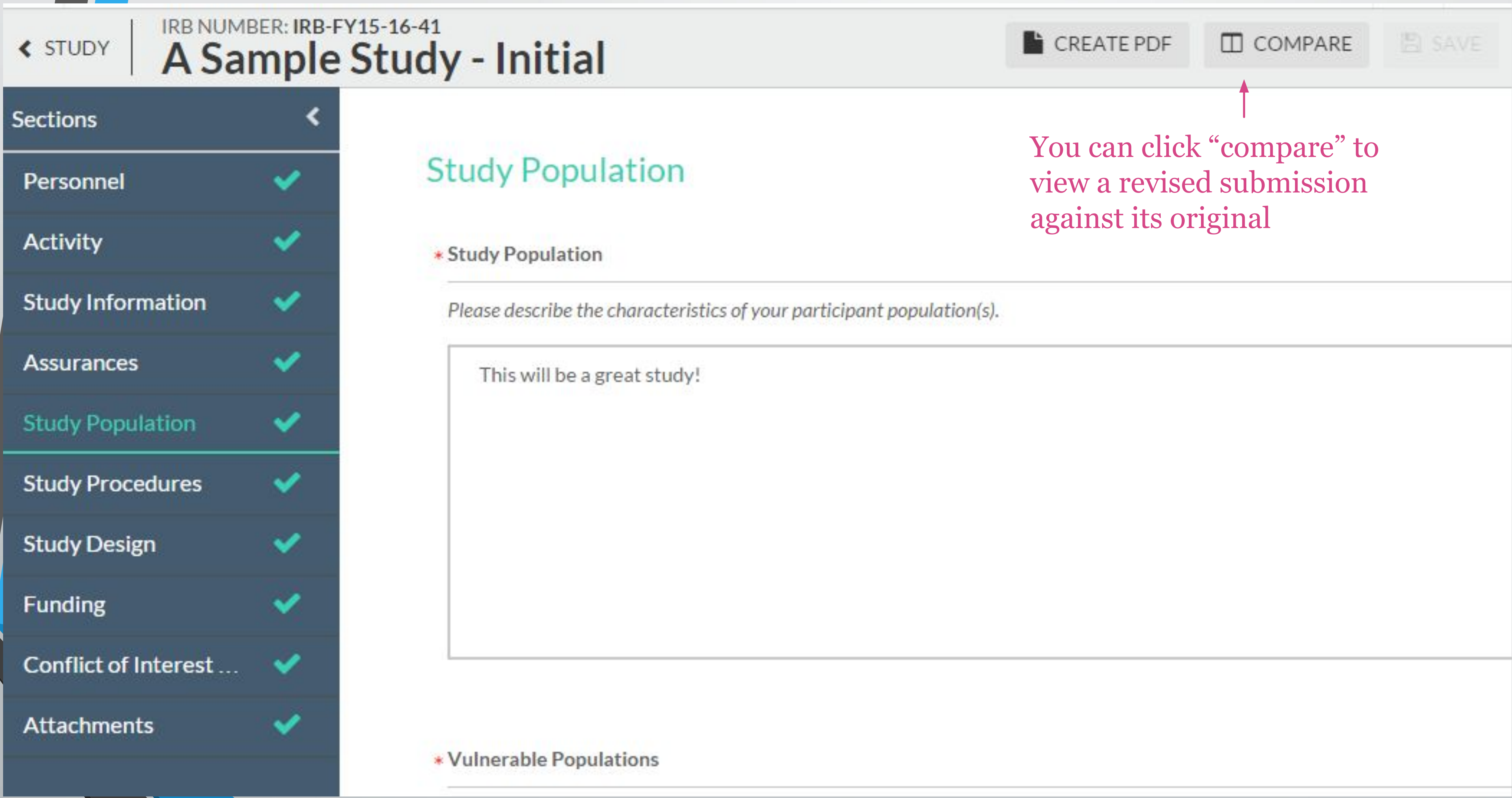
There is a comment that needs our attention

It is important to both make the requested changes and reply to all the comments!

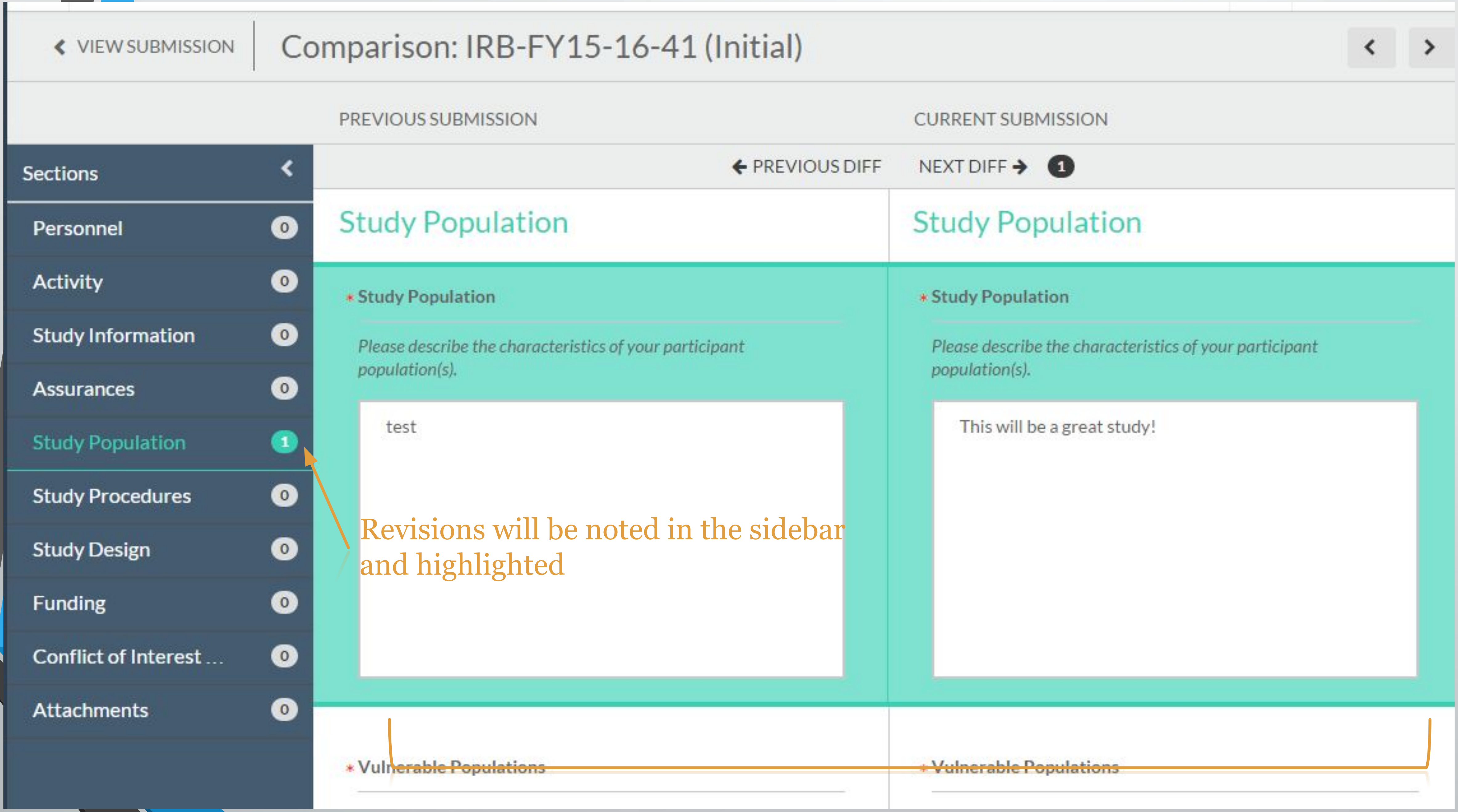
You'll click "Expand comments" here to view

Type your response and click "reply"

Change the status to "Addressed"



You can click “compare” to view a revised submission against its original



Revisions will be noted in the sidebar and highlighted

How will I know my study has been approved?

- You will be notified via email!
- Study will appear on your dashboard under “Approved Studies”.
- All approved documents will appear under your approved study – those are the documents you need to use for your active research.

So do I still need to...?

- Complete CITI Training?

  Yes, all research team members will still have to complete CITI training every 3 years

- Pick up my approval documents?

  No, you will also not be sent physical approval documents

- Use the Montclair templates for consent forms/site approval letters?

  Yes, these templates will continue to be available on our website

- Apply for continuing review?

  Yes, you will eventually have to fill out a renewal submission if your study is not exempt

Please give us your feedback