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!
Notifications will appear here. Click bell to view.

Other ways to access the same things

Shows all your studies

In-Draft

Shows all incomplete tasks

Awaiting Approval

Shows you all your submissions

Pre-Review

Shows the statuses of your submissions

Under Review

Other ways to access the same things

Shows you your approved studies

Cayuse training

Shows soon-to-expire studies

Cayuse training

Shows expired studies

Veterans and their children: How they navigate the maze of Veteran Benefits

Focus Group with MSU Student's

Modified

Initial

Withdrawal

Modification

Renewal

Incident

Closure

Legacy

Approved Studies

Studies Expiring in 30 days

Expired Studies

Showed FY15-16-27

IRB-FY15-16-29

Complete Submission

IRB-FY2016-10

Complete Submission

Showed FY15-16-27

Showed FY15-16-29

Showed FY15-16-10

Showed FY15-16-09

Showed FY15-16-28

Showed FY15-16-27

Showed FY15-16-29

Showed FY15-16-09

Showed FY15-16-28
Click the “open Help” option in the Help tab to launch Cayuse’s web support page.
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 800 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!
Click new study to begin
**My Role:** Researcher

### Study Details

**Type the name of your study here**

...and then click the check

### Study Details

<table>
<thead>
<tr>
<th>Approval Date:</th>
<th>Expiration Date:</th>
<th>Organization:</th>
<th>Sponsors:</th>
<th>Active Submissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

### Key Study Contacts

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Role</th>
<th>Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Key Study Contacts.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
This brings us to the submission. The PI and PC distinction is also explained here!
You will click "find people" to assign the PC

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"
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.

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.
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.
When you are finished with your submission, click “complete submission”.

*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.
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”.

The status should be changed to “Addressed” to indicate that the comment has been addressed.
You can click “compare” to view a revised submission against its original.

**Study Population**

- Please describe the characteristics of your participant population(s).

  This will be a great study!
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