

How to enter a Research Determination Form (RDF) in Cayuse IRB?

You should begin your submission as you would a general initial submission, please start your study title with the initials “RDF” i.e., “RDF – Research on Established School Practices”. After completing the “Personnel” section, you will see the “Activity” section, you can choose either Secondary Data Analysis or Activities without a Plan to Conduct Research – depending on your project.

The screenshot displays the Cayuse IRB submission interface. The browser address bar shows the URL: <https://montclair.cayuse424.com/rs/irb/#submission/edit/153230/section/1>. The page title is "Sample Study on Research Determinations - In...". The left sidebar contains navigation options: Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, Settings, and Help. The main content area shows the "Activity" section, which is currently selected. The "Activity" section asks: "What type of activity is this submission for?" and provides three radio button options: "Research Study", "Secondary Data Analysis of de-identified data sets (where no Research Team Members hold linking codes or access to identifiers.)", and "Activities Without a Plan to Conduct Research (Case Study, Phase1 Grant with no Human Subjects Research, or Quality Improvement project) requiring Human Subjects Research determination." The "Research Study" option is selected. The page footer includes the Evisions Research Suite logo and the text "Powered by Evisions, Inc. Copyright © 2015. All rights reserved." with links for "Leave Feedback" and "Contact Support".

If you choose either of those choices, you will find the Research Determination section will open up.

The screenshot shows a web browser window with the URL <https://montclair.cayuse424.com/rs/irb/#submission/edit/153230/section/1>. The page title is "Sample Study on Research Determinations - In...". The user is logged in as Amy Krenzer. The interface includes a left sidebar with navigation options: Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, Settings, and Help. The main content area is titled "Activity" and contains a question: "What type of activity is this submission for?". There are three radio button options: "Research Study", "Secondary Data Analysis of de-identified data sets (where no Research Team Members hold linking codes or access to identifiers.)", and "Activities Without a Plan to Conduct Research (Case Study, Phase1 Grant with no Human Subjects Research, or Quality Improvement project) requiring Human Subjects Research determination." The "Secondary Data Analysis" option is selected. At the bottom of the page, there is a logo for "Evisions Research Suite" and a footer with links for "Leave Feedback" and "Contact Support", along with the text "Powered by Evisions, Inc. Copyright © 2015. All rights reserved."

Then you will answer questions in the required sections, complete and certify the submission and it will go into pre-review.