



Cayuse Human Ethics:
Modification

Modifications/Amendments

Create & Submit a modification

Revising the application

Comparison Tool

Creating & Submitting a Modification

Note: You are only able to have one modification in process at any given time.

The screenshot displays the cayuse Human Ethics dashboard for a user with the role of 'Researcher'. The dashboard features a top navigation bar with links to Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. A blue callout box with the text 'On the Dashboard, click here to view your studies' points to the 'View All' link at the bottom of the 'My Studies' table. The dashboard is organized into several sections: a top row of status cards (In-Draft: 8, Awaiting Authorization, Pre-Review: 0, Under Review: 2), a middle row of tables for 'My Studies', 'My Tasks', and 'Submissions by Type', and a bottom row of sections for 'Approved Studies', 'Studies Expiring in 30 days', and 'Expired Studies'.

My Studies

Study ID	Status
IRB-FY2019-	In-Draft
IRB-FY2021-	In-Draft
IRB-FY2020-	In-Draft
IRB-FY2019-	In-Draft
IRB-FY2019-	In-Draft

[View All](#)

My Tasks

Study ID	Task
IRB-FY2021-	Complete Submission
IRB-FY2020-	Complete Submission
IRB-FY2019-	Complete Submission
IRB-FY2019-	Complete Submission
IRB-FY2019-	Complete Submission

[View All](#)

Submissions by Type

Type	Count
Renewal	0
Initial	11
Modification	0
Incident	0
Withdrawal	1
Closure	0
Legacy	0

Approved Studies

Study ID	Status
IRB-FY2018-	Test Study

Studies Expiring in 30 days

Expired Studies

Study ID	Status
IRB-FY2019-	Expired

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Human Ethics

Dashboard

Studies

Submissions

Tasks

Meetings

Active

Archive

Q Click to search

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
IRB-FY2021-		Unsubmitted		N/A	N/A	02-16-2021
IRB-FY2020-		Unsubmitted		N/A	N/A	10-16-2019
IRB-FY2019-		Unsubmitted		N/A	N/A	04-18-2019
IRB-FY2019-		Under Review		N/A	N/A	04-03-2019
IRB-FY2019-		Unsubmitted		N/A	N/A	03-01-2019
IRB-FY2019-		Unsubmitted		N/A	N/A	12-21-2018
IRB-FY2019-		Expired		1-2019	N/A	12-11-2018
IRB-FY2019-		Required			N/A	12-11-2018
IRB-FY2018-		Unsubmitted			N/A	08-22-2018

Click on the Study you wish to submit a Modification (Amendment) for

Only the PI, PC, and co-PI can view or edit the Study.

+ New Study

WRIGHT STATE UNIVERSITY

➤ Complete Amendment Details Section

cayuse
Human Ethics

Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

IRB NUMBER: IRB-FY17-9

The Sample Study Test Test - Modific...

CREATE PDF COMPARE SAVE

Sections

- Amendment Details
- Screening Questions
- Research Personnel
- Project Information
- Project Information...
- Participants
- Consent & Privacy
- Data Confidentiality
- Exempt Supplement
- Attachments

Please provide a brief description of changes being made and include a clear rationale for the changes:

We will be changing our consent forms and adding two additional personnel to the study.

Is your study funded by the NIH (National Institutes of Health)?

☐ Yes
☒ No

Indicate all below that were amended:

- ☐ Change(s) in currently approved consent form(s)
- ☐ Change in Principal Investigator (requires departmental/school approval)
- ☐ Change in Co-Principal Investigator

Describe and check off all items that are being changed (make sure to make personnel changes in the Research Personnel section as well)

Note: A copy of your last approved version of the application is generated.

- Make all changes.
- This ensures proper version control.

cayuse Human Ethics

Dashboard Studies Submissions Tasks

IRB NUMBER: IRB-FY17-9

SUBMISSION DETAILS The Sample Study Test Test - Modific... CREATE PDF COMPARE SAVE

Sections

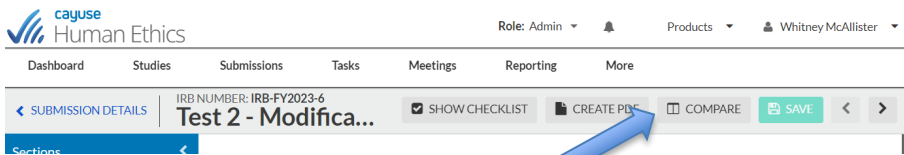
- Amendment Details
- Screening Questions ✓
- Research Personnel ✓
- Project Information ✓
- Project Information... ✓
- Participants ✓
- Consent & Privacy ✓
- Data Confidentiality ✓
- Exempt Supplement ✓
- Attachments ✓

Participants

Participant Population

- Participant Populations
- Specify the participant population(s) to be included (check all that apply):
- ☒ Adults
- Specify Age Range:
- ☐ 18 - 24 Years
- ☒ 25 - 50 Years
- ☐ 51 - 64
- ☐ 65 - 75
- ☐ 75 +
- ☐ Children
- ☐ Students
- ☐ Non-English speaking
- ☐ Subject Pools
- ☐ Secondary Data (research using previously collected data/specimens, non-targeted surveys, program protocols)
- ☐ Developmentally challenged
- ☐ Economically or educationally disadvantaged
- ☐ Other population

Be sure to make all applicable changes in all sections



Comparison Tool

- Select COMPARE on Menu Bar
- Shows the changes made between this application version and previous one
- Can be used for uploaded documents
- Number indicators for number of differences
- Green for additions
- Red for deletions

The screenshot shows the Comparison Tool interface for IRB-FY2023-6 (Modification). The interface is divided into two main columns: PREVIOUS SUBMISSION and CURRENT SUBMISSION. The PREVIOUS SUBMISSION column shows the 'Previously Approved Submission' and the 'NEXT DIFF' button. The CURRENT SUBMISSION column shows the 'PREVIOUS DIFF' button and the 'NEXT DIFF' button with a count of 3. The comparison is for the 'Modification' section, which has 3 differences. The 'Modification' section is highlighted in blue. The '1- Getting Started' section has 0 differences, the '2- Submission Information' section has 0 differences, and the '3- Study Information' section has 2 differences. The comparison shows that the 'Are you making amendments/changes to the project?' question has been added to the current submission. The 'Modification Information' section has been added to the current submission. The 'Who initiated the study amendment?' question has been added to the current submission. The 'Summary of the specific changes to be made:' section has been added to the current submission. The interface is designed to show the differences between the current submission and the previously approved submission, with green highlighting for additions and red for deletions.

Updated Documents:

- Add Date or Version Number to Title.
- Keep unchanged documents
- Add New Documents

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Dashboard Studies Submissions Tasks

IRB NUMBER: IRB-FY17-9

The Sample Study Test Test - Modific..

Sections

- Amendment Details ✓
- Screening Questions ✓
- Research Personnel ✓
- Project Information ✓
- Project Informatio... ✓
- Participants ✓
- Consent & Privacy ✓
- Data Confidentiality ✓
- Exempt Supplement ✓
- Attachments ✓
- Routing Send to PI for certification? ▾
- COMPLETE SUBMISSION**

Participants

Participant Population

- Participant Populations

Specify the participant population(s) to be included (check all that apply):

- ☒ Adults
 - Specify Age Range:
 - ☐ 18 - 24 Years
 - ☒ 25 - 50 Years
 - ☐ 51 - 64
 - ☐ 65 - 75
 - ☐ 75 +
- ☐ Children
- ☐ Students
- ☐ Non-English speaking
- ☐ Subject Pools
- ☐ Secondary Data (research using previously collected data/specimens, non-targeted surveys, program protocols)
- ☐ Developmentally challenged
- ☐ Economically or educationally disadvantaged
- ☐ Other population

Total number of participants:

Provide the maximum total number of participants seeking NYU approval. The number must be the same as those who provide consent or whose records are used.

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DO NOT DELETE ANY DOCUMENTS THAT ARE STILL BEING USED
Only upload documents that have changes. Please include the date in the file name.

When all information has been updated, click "COMPLETE SUBMISSION" to submit to PI for certification

IRBResearcher

Dashboard

Studies

Submissions

Tasks

[Studies](#) / [Study Details](#) / [Submission Details](#)

In-Draft
Submission is with researchers

2

Awaiting Authorization
Submission is awaiting certification or approval

3

Pre-Review
Submission is being prepared for review

4

Under-Review
Submission is with reviewers

Awaiting Certification

Modification

IRB-FY17-9 - The Sample Study Test Test

View

PDF

Delete

PI:

Current Analyst:

Decision:

Policy:

N/A

N/A

Pre-20

Review Type:

Review Board:

Meeting Date:

N/A

N/A

N/A

Approvals

Task History

Attachments

Research Team

Name	Role	Result	Date
	Principal Investigator	Pending Certification	

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?

The PI will receive:

- E-mail Message
- Notification Bubble
- Task
- Added to Awaiting Authorization Display Button

The dashboard features a top navigation bar with links: Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. Below this is a progress bar with four stages: 1. In-Draft (Submission is with researchers), 2. Awaiting Authorization (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). The 'Awaiting Authorization' stage is highlighted. Below the progress bar, there are four main buttons: 'In-Draft' (8), 'Awaiting Authorization' (0), 'Pre-Review' (0), and 'Under Review' (0). Below these buttons are three tables: 'My Studies', 'My Tasks', and 'Submissions by Type'.

My Studies	
IRB-2022-32	Personnel Sample
IRB-2022-30	Study 3
IRB-2022-29	Personnel Test Study
IRB-2022-27	Umbrella Sample

My Tasks	
IRB-2022-32	Complete Submission
IRB-2022-30	Complete Submission
IRB-2022-29	Complete Submission
IRB-2022-27	Complete Submission

Submissions by Type	
Renewal	0
Initial	8
Modification	0
Incident	0

The 'Modification' page for 'IRB-FY17-9 - The Sample Study Test Test' shows a 'Routing' section with 'Return' and 'Certify' buttons. A blue callout box points to the 'Certify' button with the text: 'The PI can Certify the Modification by clicking here (refer to the start of the Modification guide for directions on navigating to this page)'. Below the routing section, there are fields for 'PI:', 'Current Analyst:', 'Decision:', 'Policy:', 'Required Tasks:', 'Review Type:', 'Review Board:', and 'Meeting Date:'. At the bottom, there is a 'Research Team' table with columns for Name, Role, and Date.

Name	Role	Date
	Principal Investigator	Pending Certification

Get Help – IRB Staff Consultations

- Virtual Office Hours
 - Wednesdays at 11am –12:00pm
 - By appointment
- IRB Chat via Teams
- IRB Help Line:
 - 937-775-4462
- Email: irb-rsp@wright.edu

