



## Cayuse Human Ethics: Investigators Guide

# Cayuse Orientation

Access

Home Screen

My Profile

Dashboard

# Access to Cayuse Human Ethics

WRIGHT STATE UNIVERSITY

Central Authentication Service

You are about to access a secure Wright State University online system. First, you must log in using the Central Authentication Service (CAS).

Enter your CAMPUS Username and Password

Username:

Password:

☐ Warn me before logging me into other sites.

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Wright State University  
3640 Colwell Glenn Hwy, Dayton, OH 45435 USA  
(937) 775-4827 | Contact Us | Help Desk  
Web Accessibility Statement

Powered by Jasig Central Authentication Service  
Copyright © 2005 - 2010 Jasig, Inc. All rights reserved.

[Cayuse Human Ethics Link](#)

## VPN Not Required!

- Request a Cayuse Access for Non-Wright State Users
  - <https://www.wright.edu/research/research-and-sponsored-programs/cayuse-and-redcap-access-request-for-non-wright-state-users>
  - Normally granted in one week
- Request Cayuse Access (have existing w-number)
  - <https://www.wright.edu/research/research-and-sponsored-programs/cayuse-access-for-wsu-students-staff-and-faculty-form>
  - Normally granted within two days

### Cayuse and REDCap access request for non-Wright State users

First name \* REQUIRED

Last name \* REQUIRED

Email \* REQUIRED

Your organization \* REQUIRED

e.g., Dayton VA, Clinical Neuroscience Institute

Why do you need Cayuse or REDCap access (check all that apply)? \* REQUIRED

- ☐ To submit an animal use protocol
- ☐ I need access to REDCap
- ☐ To submit or locate a grant or proposal
- ☐ To submit a human subjects study
- ☐ To submit a biosafety protocol
- ☐ To complete a significant financial interest (SFI) disclosure
- ☐ Other...





## My Tasks

+ New Task

Assigned to Me

Created by Me

Open

All

Task ▾	Task Type	From	Assigned To	Created ▾	Last Activity	Due ▾	Status
Complete Annual SFI	Ad Hoc Task	Me	Me	07/06/2022	07/06/2022	07/07/2022	Open

10 per page ▴

Showing 1 of 1 items

## Cayuse Home

- Assign tasks to yourself and research team
- Does not connect with individual products but will show up on this home task page and individuals assigned will receive e-mail notification to complete task.

New Task

Assign To \*

Q |Add member

Due Date \*

MM/DD/YYYY

Task \*

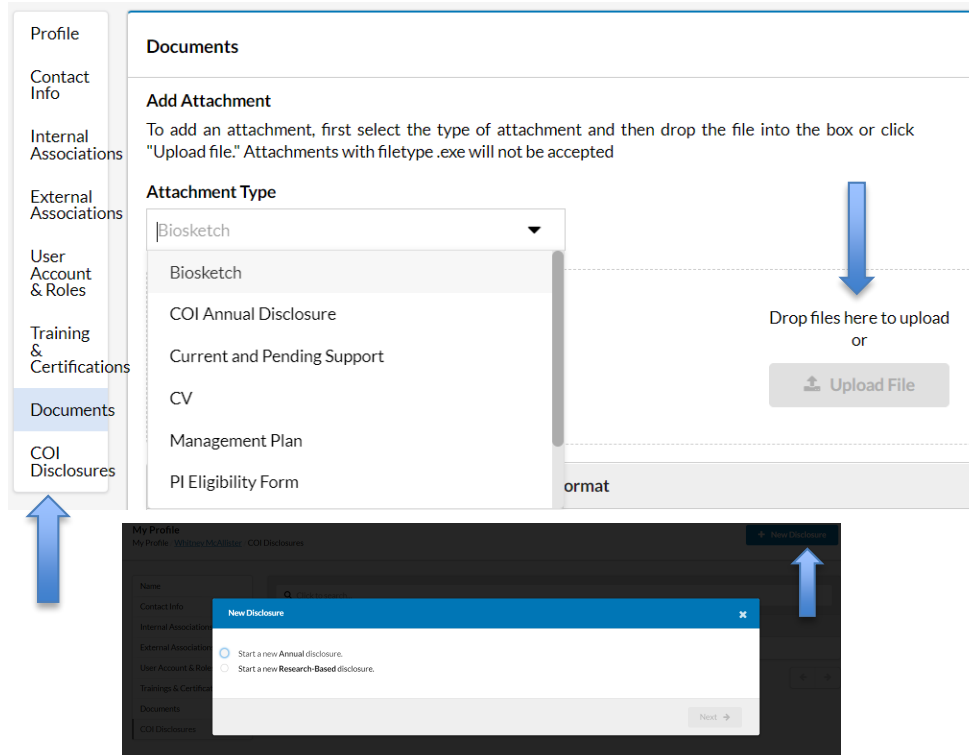
URL

Add url...

Cancel

Assign and Send

# My Profile



- To Add a CV
  - Click My Profile
  - Click Documents
  - Select CV
  - Click the Upload button
- To add Annual COI:
  - Click My Profile
  - Click COI Disclosures
  - Click +New Disclosure
  - Select Research Based
  - Note: Annual only completed in January

# Dashboard

The dashboard is titled "cayuse Human Ethics" and shows a user role of "Researcher". The navigation bar includes links for Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. A "Review Status" filter is active, showing counts for In-Draft (8), Awaiting Authorization (0), Pre-Review (0), and Under Review (0). A "+ New Study" button is in the top right.

**My Studies**

Study ID	Study Name
<a href="#">IRB-FY2020-</a>	Test Study
<a href="#">IRB-FY2019-</a>	Next IRB Test
<a href="#">IRB-FY2019-</a>	Overdue Test
<a href="#">IRB-FY2019-</a>	Title
<a href="#">IRB-FY2019-</a>	Link to proposal text

[View All](#)

**My Tasks**

Task ID	Task Name
<a href="#">IRB-FY2020-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission

[View All](#)

**Submissions by Type**

Type	Count
Renewal	0
Initial	10
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

**Approved Studies**

Study ID	Study Name
<a href="#">IRB-FY2010-</a>	Test Study

**Studies Expiring in 30 days**

**Expired Studies**

Study ID	Study Name
<a href="#">IRB-FY2019-</a>	Test Study (06-17-2022)

**Annotations:**

- Role Switcher:** Located in the top right corner, showing the current role as "Researcher".
- Notifications:** A red bell icon in the top right corner.
- Product Switcher:** A dropdown menu in the top right corner.
- My Profile:** A user icon in the top right corner.
- List of All Studies in Progress:** Points to the "My Studies" table.
- List of All Approved Studies:** Points to the "Approved Studies" table.
- Assigned Tasks:** Points to the "My Tasks" table.
- List of Expired Studies: Submit Renewal or Closure:** Points to the "Expired Studies" table.
- Interactive Help:** Points to the "Help Center" sidebar.

- Role Switcher
- Notifications
- Product Switcher
- My Profile

List of All Studies in Progress

List of All Approved Studies

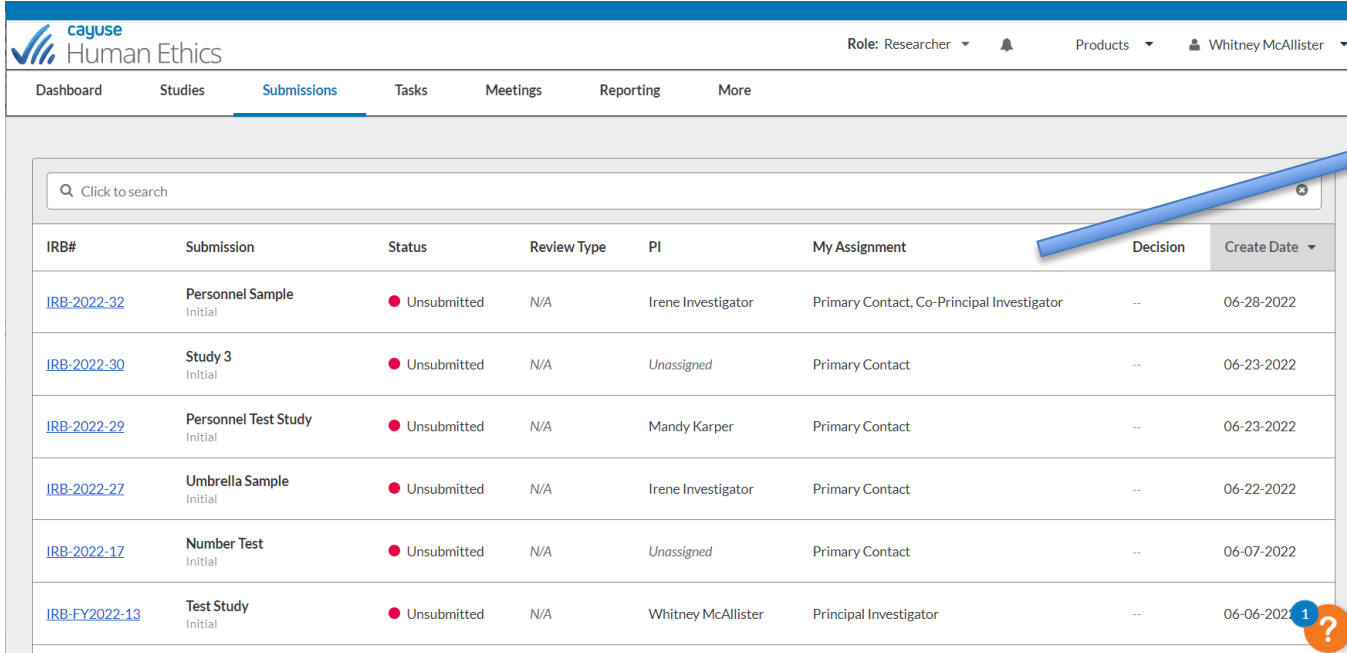
Assigned Tasks

List of Expired Studies:  
Submit Renewal or  
Closure

Interactive  
Help

# Submissions Tab

➤ Can filter and sort




IRB#	Submission	Status	Review Type	PI	My Assignment	Decision	Create Date
<a href="#">IRB-2022-32</a>	Personnel Sample <small>Initial</small>	● Unsubmitted	N/A	Irene Investigator	Primary Contact, Co-Principal Investigator	--	06-28-2022
<a href="#">IRB-2022-30</a>	Study 3 <small>Initial</small>	● Unsubmitted	N/A	Unassigned	Primary Contact	--	06-23-2022
<a href="#">IRB-2022-29</a>	Personnel Test Study <small>Initial</small>	● Unsubmitted	N/A	Mandy Karper	Primary Contact	--	06-23-2022
<a href="#">IRB-2022-27</a>	Umbrella Sample <small>Initial</small>	● Unsubmitted	N/A	Irene Investigator	Primary Contact	--	06-22-2022
<a href="#">IRB-2022-17</a>	Number Test <small>Initial</small>	● Unsubmitted	N/A	Unassigned	Primary Contact	--	06-07-2022
<a href="#">IRB-FY2022-13</a>	Test Study <small>Initial</small>	● Unsubmitted	N/A	Whitney McAllister	Principal Investigator	--	06-06-2022



## Note about Assignment:

- Four Roles:
  - Principal Investigator
  - Primary Contact
  - Co-Principal Investigator
  - Investigator
    - View Only Access

Each application will specify exact role in that study. It will not be reflected here.

# Studies Tab


 **cayuse** Human Ethics

Role: Admin ▾  Products ▾  Whitney McAllister ▾

Dashboard **Studies** Submissions Tasks Meetings Reporting More

Active Archive + New Study

Q All: irene

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date ▾
<a href="#">IRB-2022-32</a>	Personnel Sample	● Unsubmitted	Irene Investigator	N/A	N/A	06-28-2022
<a href="#">IRB-2022-27</a>	Umbrella Sample	● Unsubmitted	Irene Investigator	N/A	N/A	06-22-2022
<a href="#">IRB-2022-26</a>	Sample_06.22.2022_TK1	● Approved	Irene Investigator	06-21-2023	N/A	06-22-2022
<a href="#">IRB-2022-23</a>	Sample_06.17.2022 - TK1	● Approved	Irene Investigator	06-17-2023	N/A	06-17-2022
<a href="#">IRB-2022-22</a>	Sample_06.17.2022 - Full Board1	● Approved	Irene Investigator	06-21-2023	N/A	06-17-2022
<a href="#">IRB-2022-21</a>	Sample_06.17.2022 - Expedited1	● Under Review	Irene Investigator	N/A	N/A	06-17-2022
<a href="#">IRB-2022-18</a>	Sample_06.14.2022_TK1	● Approved	Irene Investigator	06-21-2024	N/A	06-14-2022
<a href="#">IRB-FY2023-6</a>	Test 2	● Approved	Irene Investigator	N/A	06-15-2022	05-31-2022 

Toggle to  
Archive to  
view closed  
studies



# Study Details

Human Ethics

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies / Study Details

+ New Submission

Submission Type	Review Type	Status	Decision
<a href="#">Initial</a>	Expedited	Review Complete	Approved 06-22-2022
<a href="#">Incident</a>	Unassigned	Unsubmitted	—

25 per page 1-2 of 2

Studies / Study Details

+ New Submission

Study Details Submissions

Approved

Status Flag

IRB-2022-26 Sample\_06.22.2022\_TK1

PDF Delete

Approval Date: 06-22-2022

Expiration Date: 06-21-2023

Organization: Department of Biology

Active Submissions: [Incident](#)

Population Flags: Adults unable to consent, Indigenous Peoples

Additional Flags: CARES Act, COVID-19, Expanded Access

Admin Check-In Date: N/A

Closed Date: N/A

Current Policy: Post-2018 Rule

Sponsors: N/A

Key Contacts 1

Attachments Flags

Team Member	Role	Number	Email
Irene Investigator	Principal Investigator	614-355-0000	morgan.chapman+investigator@ cayuse.com
Irene Investigator	Primary Contact	614-355-0000	morgan.chapman+investigator@ cayuse.com

Approved & Stamped Documents

## PDF Button:

- Converts Application to PDF. Does not include attachments.

## Letters Tab:

- If there are letters associated with the study, a letters tab will appear next to the attachment tab.

## Submission Types

When you first create a study, you also create the initial submission outlining the purpose of that study. In addition to this initial submission, there are five other types of submissions that IRB Users may submit during the course of your research. The available submission types include:

- **Initial** - This is the first submission that you create when you enter a new study in the system. The initial submission describes the research you intend to do and the methodology you intend to use. The initial submission must be approved before any research can begin.
- **Modification** - If you wish to change any of the details of the study after it has been approved, you must submit a modification which must be approved before you can proceed with the changes.
- **Renewal** - When a study is nearing its expiration date, you must submit a renewal request in order to continue with the research. The renewal will need to be approved before you can continue with the study.
- **Incident** - You must submit an incident report to inform the Compliance Office of any adverse incidents, as required by your institution. Incident reports may be submitted at any time after a study has been approved, including after it has been closed. More than one incident report may be created for a given study, as needed.
- **Withdrawal** - A withdrawal submission notifies the Compliance Office that you no longer wish to submit your initial submission and want to withdraw the study. Withdrawn studies are marked as finalized and can no longer be modified. You may create a withdrawal submission at any point once an initial submission has been created, until it has been approved. If the initial submission has been approved, you must create a closure submission in order to close the study if you no longer wish to conduct the research.
- **Closure** - A closure submission indicates that the research is complete and will not be continuing. Closed studies are marked as finalized and can no longer be modified.
- **Legacy** - Used for studies imported from previous systems. The legacy submission replaces the initial submission for imported studies. Once the legacy submission is finalized, you can create additional submissions such as modifications, renewals, etc. An IRB Analyst must create and publish a legacy template before users can create legacy submissions or work with studies that have been imported from other systems.

There are two additional submission types that are only available to IRB Analysts and Admins:

- **Admin Closure** - Allows a study to be administratively closed when needed, for example when the PI leaves the institution or chooses to let a study expire.
- **Admin Withdrawal** - Allows a study to be administratively withdrawn when needed, for example when the PI leaves the institution.

# Creating a New Protocol

Starting the Initial Submission

Question Types

Workflow

**cayuse Human Ethics** Role: Researcher 5:07

Dashboard Studies Submissions Tasks Meetings Reporting More

**+ New Study**

**To begin a new protocol, click "New Study"**

**My Studies**

<a href="#">IRB-FY2020-</a>	Test Study	<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	New IRB Test	<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Overview Test	<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Title	<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	IRB to proposal test	<a href="#">IRB-FY2019-</a>	Complete Submission

[View All](#)

**Submissions by Type**

Renewal	0
Initial	10
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

**Approved Studies**

<a href="#">IRB-FY2018-</a>	Test Study
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**Studies Expiring in 30 days**

**Expired Studies**

<a href="#">IRB-FY2019-</a>	Test Study 12/11/19
-----------------------------	---------------------

**6 ?**

cayuse

Human Ethics

Role: Researcher

6

Dashboard

Studies

Submissions

Tasks

Meetings

Reporting

More

Studies

Study Details

+ New Submission

Study Details

Submissions

Enter study title here

Add Study Title here

PDF

Delete

Approval Date:  
N/A

Expiration Date:  
N/A

Admin Check-In Date:  
N/A

Organization:  
N/A

Current Policy

Active Submissions:

Sponsors:  
N/A

Population Flags:


Additional Flags:

Click here to confirm creation of new study

6



?



cayuse

Human Ethics

Role: Researcher





DashboardStudiesSubmissionsTasksMeetings

StudiesStudy Details

Study Details

Unsubmitted

IRB-FY2021-

 PDF  Delete

Approval Date:  
N/A

Expiration Date:  
N/A

Organization:

Active Submissions:  
N/A

Admin Check-In Date:  
N/A

Closed Date:  
N/A

Current Policy  
Post-2018 Rule

Sponsors:  
N/A

Population Flags:

Additional Flags:

Key Contacts ⓘ

Attachments

Flags

Team Member	Role	Number	Email
No Key Study Contacts.			

Begin Initial Submission


You've created a study! Click here to begin your initial submission to the IRB.




+ New Submission

Initial

Click here and select "Initial" to create the Initial submission for your study

6?

 **cayuse**  
Human Ethics

Role: Researcher   

Dashboard Studies Submissions Tasks Meetings Reporting More

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


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

4 **Under-Review**  
Submission is with reviewers

**Unsubmitted**

**Initial**  
IRB-FY2021 

 Edit  PDF  Delete

PI:

Current Analyst:  
N/A

Decision:  
N/A

Policy:  
Post-2018 Rule

Required Tasks:  
[Assign PI](#)  
[Assign PC](#)  
[Complete Submission](#)

Review Type:  
N/A

Review Board:  
N/A

Meeting Date:  
N/A

Approvals

Task History

Attachments

Research Team

Result

Name

No entries.

6 ?

Click here to begin editing your submission

Remaining tasks

Role: Researcher

Dashboard

Studies

Submissions

Tasks

Meetings

Reporting

More

IRB NUMBER: IRB-FY2021-

Initial

records/grades, me

☐ Yes
 ☒ No

Sections

Screening Questions

NYU Research Personnel

Project Information

Project Information II

Participants & Recruitment

Consent & Privacy

Data Confidentiality & Ris...

Review Type

Attachments

Once all required questions in a section are complete, a check will appear next to the section

Starred attachments must have something uploaded. If n/a, upload a Word doc stating such.

Questions marked with a red star are required

Will data that may be clinically relevant to participants be collected?

Clinically relevant data includes individual results about which participants may wish to be informed, e.g., diagnostic assessment results, DNA sequencing, blood glucose levels, incidental findings from MRI, IQ test scores.

WRIGHT STATE UNIVERSITY

# Initial Submission

- **Save Often!!** Cayuse saves when you hit next arrow, not if you manually navigate sections.
- The person that starts the application is automatically assigned as Primary Contact (PC). This can be changed. You can have as many PC's as you need.
- You must designate one Primary Investigator (PI). This must be manually indicated in the application.
- Access Rights:
  - PI, Co-PI, PC: Edit Rights
  - Research Site Coordinators: Edit Rights
  - All Others: View Only Rights

## Saving Your Changes

Sections that have unsaved changes have an asterisk next to the section name in the menu. To save your changes, click the Save button in the upper right.

### *Simultaneous Users*

More than one member of the research team (PI, Co-PI, Primary Contact, or another authorized Investigator) can be working on different sections of a submission at the same time. When another user is currently working on a section, that section will have a red lock icon in the section menu and you will not be able to make edits to that section. You can still work on other sections that are not locked. To see who is currently editing a locked section, hover over the lock icon in the section menu.

The screenshot displays a user interface with a dark sidebar on the left containing three main categories: 'Studies' (with a folder icon), 'Submissions' (with a document icon), and 'Tasks' (with a checkmark icon). The 'Sections' menu is expanded, showing three items: 'Section 1 Assignme...' which has a red lock icon and a tooltip indicating it is 'Currently being edited by: IRBUser'; 'Section 2 Other Items' which has a green checkmark; and '3 Optional Form Ite...' which also has a green checkmark. In the background, the 'Section 1 Assign...' page is visible, showing a list item '1. PI and PC?' and a 'Yes' button.


A submission cannot be completed while another user is still editing it.



# Types of Questions

## [Radio Buttons](#)

Select one of the available options.

\* 1.0 What type of submission is this? 

- ☐ Research Study Involving Human Subjects (Exempt, Expedited, Full Board Review) oversight by the Cayuse University IRB
- ☐ Research Study involving an Outside IRB of Record or NCI PCIRB
- ☐ Emergency Use of Investigational Agent
- ☐ Request for Determination of the Need for IRB Review

## [Check Boxes](#)

Select one or more of the available options.

\* 3.0 In which locations will the research take place? (Check all that apply.)

- ☐ Inpatient Location
- ☐ Outpatient Location
- ☐ Community Settings
- ☐ Subject's Home
- ☐ N/A (limited to review of records, data and analysis)

## [Text Box](#)





A text box provides space for a short answer that does not require a lot of explanation. You can enter multiple lines of text here if needed; the box will expand to fit the text.

\* 3.0 Create a SHORT title for your research protocol. (Five words maximum.)


## [Text Area](#)

The multi-line text editor allows you to apply simple text formatting such as bold, italics, underline, strikethrough, bulleted lists, numbered lists, and hyperlinks.

\* 2.0 What is the FULL title of the research protocol?

**B** *I* U ~~ABC~~    

# Types of Questions - Images

You can also add PNG or JPG images using the image browser. To add an image to the text area, click the  icon in the toolbar.

### Add Image

Choose source:

☒ Upload ☐ Web URL ☐ Clipboard

Depending on your browser, you have a choice of three possible image sources:

- **Upload** - Use the **Choose File** button to browse for an image on your computer or from a network location.
- **Web URL** - Paste the URL to an image that is hosted online.
- **Clipboard** - Paste an image that you have copied to your clipboard. Due to browser limitations, this option is only available to Chrome users.

Click **Confirm** to import the image.

Once the image is inserted, you can resize it as needed by clicking and dragging on the corners. When you hover over the image, an **Edit** button appears that opens a dialog where you can add a title for the image, turn the image into a hyperlink, or adjust the image position relative to the flow of text.

### Edit

Title

Link

☒ Open link in new tab

Position

Center ▾

# Types of Questions: Person & Sponsor Finder

**INVESTIGATOR**

Mark

Name	Organization	Email	Phone	
Mark Williams	Biomedical	mwilliams@evisions.com	714 824 5678	✓
Mark Klein	Biomedical	mklein@evisions.com	714 824 1234	✓

**Selected Records**

Mark Williams	×
Mark Klein	×

CANCEL SAVE

When you have added all the people you wish to include, click Save.

Sponsor finders work exactly the same way as Person finders, except that the search returns matching sponsors instead of people.

## [Person and Sponsor Finders](#)

Some fields require a single person, such as the Primary Contact for a study:

★ 1.0 Who is the Primary Contact?

FIND PEOPLE

Click **Find People** to bring up the **Primary Contact** search dialog:

**PRIMARY CONTACT**

Mark

Name	Organization	Email	Phone	
Mark Williams	Biomedical	mwilliams@evisions.com	714 824 5678	+ ✕
Mark Klein	Biomedical	mklein@evisions.com	714 824 1234	+ ✕

**Selected Records** \* Select a single record.

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

CANCEL SAVE

Type the name or part of the name of the person you are looking for in the search box and click the **Search** icon. Locate the desired person in the list, then click the + button next to their name to add them to the selection. Click **Save** to return to the form.

Other People fields allow you to select more than one person. For example, when you click Find People, the **Investigator** search dialog allows you to select any number of investigators using the + buttons. When you add a person to the selection, the + button changes to a check mark.

# Types of Questions: Attachments

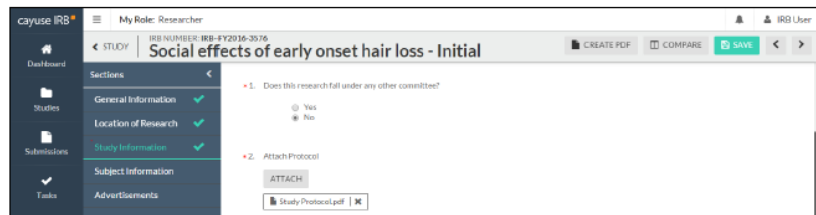
## Supported File Types

Cayuse IRB supports the following file types. Each file can be a maximum of 20 MB in size.

File Type	Extension
Text	txt
Adobe	pdf
Raster image formats	png, bmp, gif, tif, tiff, jpg, jpeg, jp2, jpx
Vector image formats	wmf, emf, svg
Microsoft Word	doc, docx, docm
Microsoft Excel	xls,xlsx, xlsxm
Microsoft PowerPoint	ppt, pps, pptx, pptm, ppsx, pptsm, sldx, sldm

## Deleting Attachments

To delete an attachment, click the **X** icon next to the attachment. You can also download file attachments by clicking on the filename.



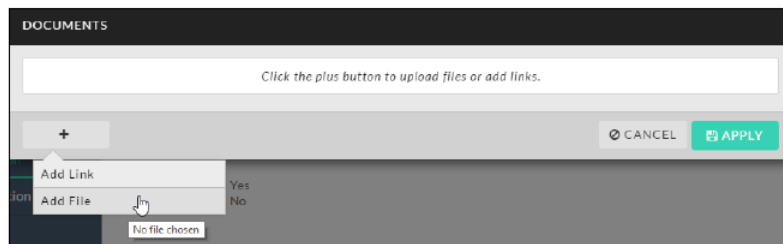
## Attachments

Attachment fields allow you to upload one or more files to the study, or to include hyperlinks as "attachments".

4.0 Attach the Letters of Support from the respective Department/Division.

ATTACH

Click **Attach** to open the **Documents** window. To add a file or link, click the **+** button and choose to add a URL or file.



Choosing **Add File** launches the default file browser on your system. Choosing **Add Link** opens a text area where you can enter the URL and title for the page:

**DOCUMENTS**

Add Link

Title URL

Google http://www.google.com

CANCEL + ADD

Click the plus button to upload files or add links.

+ CANCEL APPLY

Enter the desired URL or select the desired file, then click **Apply**.

## Help with questions

---

A question may provide additional information in case you need assistance with that particular question. If there is help text for a question, you can click on the (?) button to the right of the question to view the additional information for that question.

\* 1.0 What type of submission is this?

This is some help text.

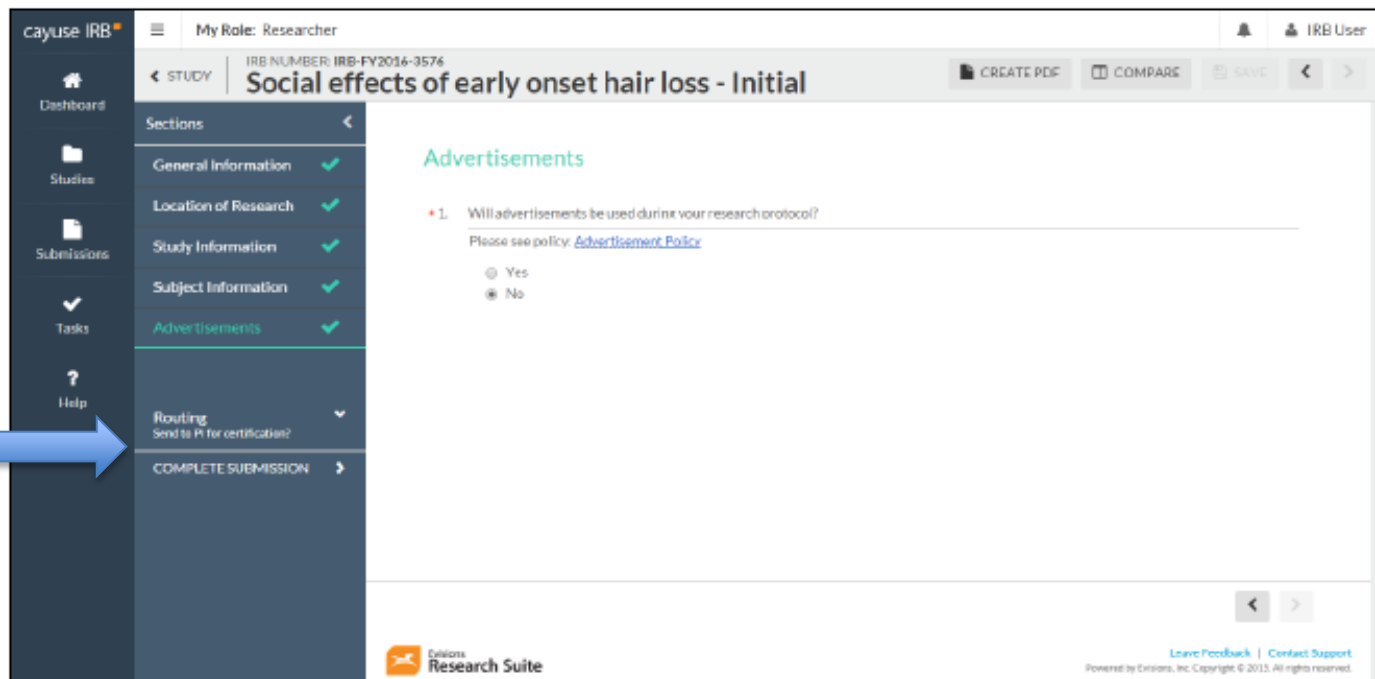


- ☐ Research Study Involving Human Subjects (Exempt, Expedited, Full Board Review) oversight by the Cayuse University IRB
- ☐ Research Study Involving an Outside IRB of Record or NCI PCIRB
- ☐ Emergency Use of Investigational Agent



## Routing

If there are available actions that you can perform, the **Routing** menu appears prompting you to perform the action. For example, when you finish filling out all parts of the submission, a "Complete Submission" link appears in the Routing menu. Completing the submission will send it to the PI for certification, which is the next step in the submission workflow.



The screenshot displays the cayuse IRB web application interface. On the left is a dark blue sidebar with navigation links: Dashboard, Studies, Submissions, Tasks, and Help. The main content area is titled "My Role: Researcher" and shows the "STUDY" details for "Social effects of early onset hair loss - Initial" with IRB NUMBER: IRB-FY2016-3574. A "Sections" sidebar lists: General Information, Location of Research, Study Information, Subject Information, Advertisements, Routing, and COMPLETE SUBMISSION. The "Routing" section is highlighted with a blue arrow pointing to it. The "Routing" section contains the text "Send to PI for certification?" and a "COMPLETE SUBMISSION" button. The main content area shows the "Advertisements" section with a question: "1. Will advertisements be used during your research protocol?" and radio button options for "Yes" and "No". The footer includes the "Evident Research Suite" logo and copyright information.

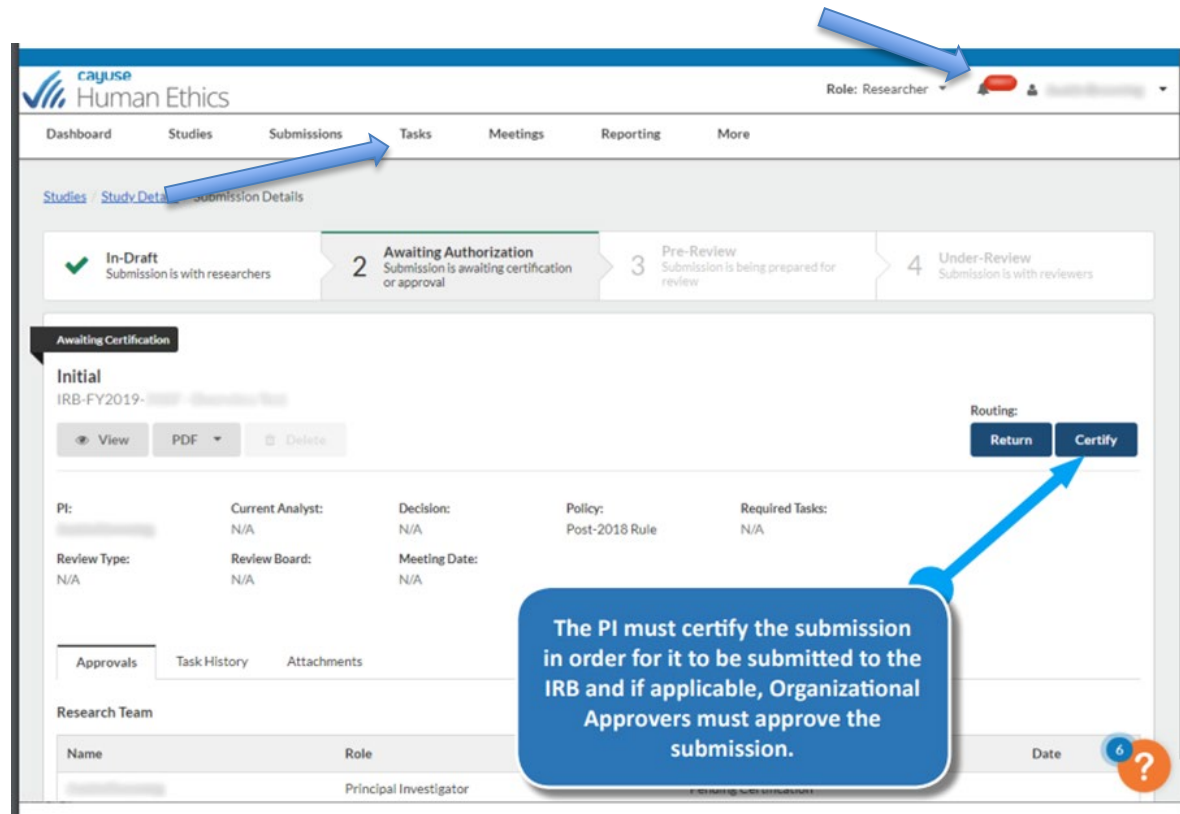
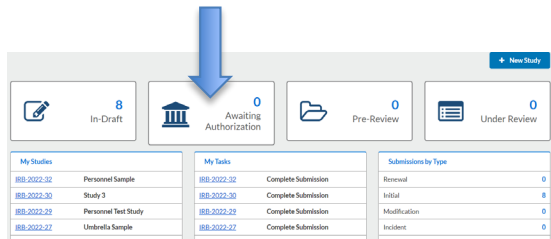
# Certification

After study is submitted, the PI, PC, and all Co-PI's must sign in to certify their involvement in the project.

The PI, Co-PI, and PC will receive:

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

After all study personnel have certified it will be forwarded to the Organizational Approver (i.e., department chair).

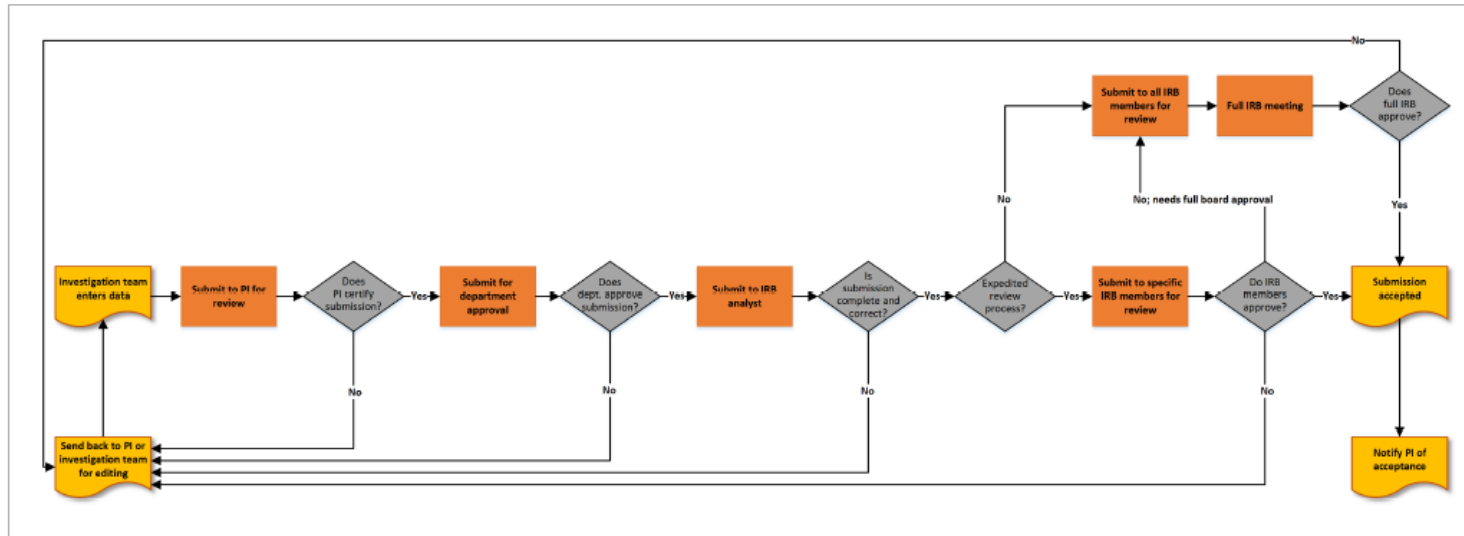


Note: No signature delegation ability in Cayuse.  
Against IT policy to share passwords. Everyone must sign for themselves.

# Return to Investigator during Certification

Alternatively, if the PI decides that changes need to be made, they can send the submission back to the research team by clicking **Return to Investigators**. The research team members will receive an email notification of the change in status so they can make the necessary edits before marking it complete again.

Once the PI has certified the submission, it goes to the departmental approver for review, and from there goes down the chain to the IRB analyst and members. At any point the submission may be returned to the investigation team to answer questions or to make changes.



IRB recommends using the Task feature on the Cayuse Home screen to communicate requested changes.

# Pre-Review

## ➤ IRB Quick Overview Occurs

- Correct Application Type Completed
  - Quick confirmation of review path
- Required Documents Attached
- Investigator Credentialing
  - CV's
  - CITI Training
  - Project-Specific SFI
  - Annual COI
- Identification of required ancillary review & regulatory determinations needed

The screenshot displays the Cayuse Human Ethics submission details page. At the top, the navigation bar includes links for Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The user's role is set to 'Researcher'. The breadcrumb trail shows 'Studies / Study Details / Submission Details'. A progress bar at the top indicates 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 'Pre-Review' stage is currently active. Below the progress bar, a blue arrow points from the 'Under Pre-Review' status to the 'Initial' submission details. The details include fields for PI, Current Analyst, Decision, Policy, Review Type, Review Board, and Meeting Date. A 'Routing' section shows 'Post-2018 Rule' and a link to 'Assign Analyst'. A blue callout box states: 'Once certified by the PI (and approved by Organizational Approvers, if applicable), the application is submitted to the IRB and placed in Pre-Review'. At the bottom, a 'Research Team' table lists the Principal Investigator as 'Certified'. A red notification bubble with a question mark is visible in the bottom right corner.

**Under Pre-Review**

**Initial**  
IRB-FY2019- [redacted]

Review PDF Delete

PI: [redacted] Current Analyst: N/A Decision: N/A Policy: Post-2018 Rule Required Tasks: Assign Analyst

Review Type: N/A Review Board: N/A Meeting Date: [redacted]

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
[redacted]	Principal Investigator	Certified	[redacted]

Once certified by the PI (and approved by Organizational Approvers, if applicable), the application is submitted to the IRB and placed in Pre-Review

# Under Review

The IRB has accepted the study and it is starting the review process.

## Step 1:

- Risk Management Pre-Review (WSU)
  - Conflicts of Interest
  - Export Control

## Step 2:

- Premier Health HIRC Committee
- VAMC Research Committee

## Step 3:

- Wright State IRB Review

## Step 4:

- Risk Management Post-Review (WSU)
  - Biosafety
  - Laser/Radiation Safety
  - Institutional Research/Registrar
  - CoNECT MRI Center

The screenshot displays the Cayuse Human Ethics interface. At the top, the user is logged in as Whitney McAllister with the role of Admin. The navigation bar includes links for Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The breadcrumb trail shows the path: Studies / Study Details / Submission Details. A progress bar at the top of the submission details section shows four stages: In-Draft (Submission is with researchers), Awaiting Authorization (Submission is awaiting certification or approval), Pre-Review (Submission is being prepared for review), and 4 Under-Review (Submission is with reviewers). A blue arrow points to the 'Under-Review' stage. Below the progress bar, the submission is titled 'Initial' with ID 'IRB-2022-21 - Sample\_06.17.2022 - Expedited1'. Action buttons include Review, PDF, Delete, and Checklist. A 'Routing' section contains buttons for Return, Change, and Review Complete. The submission details section lists: PI: Irene Investigator, Current Analyst: Whitney McAllister, Decision: N/A, Policy: Post-2018 Rule, Review Type: Full Board, Review Board: Wright State IRB, and Meeting Date: 07-18-2022. Required tasks listed are Assign to Meeting, Make Decision, and Manage Letters. A blue arrow points to the 'Current Analyst' field.

Note: Contact the IRB for an update if your study is in the same status for more than two weeks.



# Legacy Studies

Study Shell

Initial Submission

## Working with Legacy Studies

---

When a study is first imported from a previous IRB system into Cayuse IRB, the study does not have any submissions associated with it. If an investigator wishes to continue working with the study, they (or an IRB Analyst) must first create a **Legacy** submission for the study. The Legacy submission is used in place of the Initial submission. Once the legacy submission is finalized, you can create additional submissions such as modifications, renewals, etc. and work with the study as you would any other study in Cayuse IRB.

**cayuse Human Ethics** Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

+ New Study

8 In-Draft 0 Awaiting Authorization 0 Pre-Review 2 Under Review

My Studies

IRB#	Study Title	Status	PI	Exp Date	Admin Check-In Date	Create Date
IRB-FY2019		Unsubmitted		N/A	N/A	02-16-2021
IRB-FY2021		Unsubmitted		N/A	N/A	10-16-2019
IRB-FY2020		Unsubmitted		N/A	N/A	04-18-2019
IRB-FY2019		Unsubmitted		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		Unsubmitted		N/A	N/A	12-11-2018
IRB-FY2019		Unsubmitted		N/A	N/A	12-11-2018
IRB-FY2018		Unsubmitted		N/A	N/A	08-22-2018

My Tasks

IRB#	Study Title	Status	PI	Exp Date	Admin Check-In Date	Create Date
IRB-FY2021		Completed		N/A	N/A	02-16-2021
IRB-FY2020		Completed		N/A	N/A	10-16-2019
IRB-FY2019		Completed		N/A	N/A	04-18-2019
IRB-FY2019		Completed		N/A	N/A	04-03-2019
IRB-FY2019		Completed		N/A	N/A	03-01-2019
IRB-FY2019		Completed		N/A	N/A	12-21-2018
IRB-FY2019		Completed		N/A	N/A	12-11-2018
IRB-FY2019		Completed		N/A	N/A	12-11-2018
IRB-FY2018		Completed		N/A	N/A	08-22-2018

Submissions by Type

Type	Count
Complete Submission	0
Withdrawal	11
Closure	0
Legacy	0

View All

Click View All under "My Studies" for a list of all your protocols.

**cayuse Human Ethics** Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

+ New Study

Active Archive

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		Unsubmitted		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		Unsubmitted		N/A	N/A	12-11-2018
IRB-FY2019		Unsubmitted		N/A	N/A	12-11-2018
IRB-FY2018		Unsubmitted		N/A	N/A	08-22-2018

Click the IRB number of the protocol you are interested in.

# Legacy Study Shell

➤ Basic Study Details will be imported into Cayuse for **Approved** Studies Only

- Cannot import application details or documents, just basic study information.
- Will be listed under RSP Gateway study number.

IRB User

+ New Submission

Legacy

**cayuse Human Ethics** Role: Admin Products Whitney McAllister

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies Study Details Submissions

+ New Submission

Approved

IRB-2022-23 Sample\_06.17.2022 - TK1

PDF Details

Approval Date: 06-17-2022 Expiration Date: 06-17-2023 Organization: Department of Biology Active Submissions: 1 Population Flags: Adults unable to consent Additional Flags: Biomedical, CARES ACT, Student-led research

Admin Check-In Date: N/A Closed Date: N/A Current Policy: Post-2018 Rule Sponsor: N/A

Click + New Submission Select Legacy

# Legacy Study Conversion

- Must complete the legacy initial application and submit.
  - Needs to be completed and approved before you can complete a modification or renewal (CR).
  - If you do not need to submit a Mod or CR, then no action is required.
- The Legacy Initial Application is identical to the initial application BUT no required fields.

The screenshot shows the 'Legacy Study Conversion' page in the Cayuse Human Ethics system. The page has a top navigation bar with links for Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The user's role is 'Admin' and the name is 'Whitney McAllister'. The page title is 'Legacy Study Conversion' with a 'Preview Only' status. A sidebar on the left shows 'Sections' with 'Legacy Study Conv...' selected. The main content area is titled 'Legacy Study Conversion Process' and contains the following text:

This form is required to be completed prior to interacting with your study in Cayuse Human Ethics.

You will need to complete the IRB application as this information does not transfer from RSP Gateway/InfoEd. This will need to be completed prior to submitting a modification, continuing review/renewal, or incident report.

The IRB office can provide you a copy of your previously completed IRB application if you do not have a copy.

Please choose the appropriate option below:

- ☐ I plan to keep my study **OPEN** for the foreseeable future, and/or need to make an amendment/modification, and/or complete a continuing review.  
*You will need to fill out the IRB application to transfer it to Cayuse. While many of the questions are not required, it is requested that investigators complete the application thoughtfully as the submission will be returned if additional information is needed.*
- ☐ I need to **CLOSE** my currently open study. I will require no further interaction with my study.

Upload Copy of Current Application from RSP Gateway:

Please contact the IRB Office via email (irb-rsp@wright.edu) if you need a copy of the most current version of your approved application.

ATTACH

A blue arrow points from a callout box to the 'CLOSE' option.

If you only need to close the study, this option will bypass the legacy initial application.

## Exempt & Expedited Conversion

- When processing the Legacy Study Conversion, all exempt and *qualifying* Expedited studies will be converted to an Administrative Check-In process.
  - Removes renewal (CR) requirement.
  - Add annual e-mail reminders.

Note: Exempt with limited review and Expedited studies are subject to post-approval monitoring.

- Contact IRB Office to:
  - Set up individual appointments to assist with legacy transfer
  - Obtain copies of previously approved applications to assist with data transfer

# Checking the Status of an Existing Protocol

Navigation

Study Statuses

**cayuse Human Ethics** Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

[+ New Study](#)

8 In-Draft

0 Awaiting Authorization

0 Pre-Review

2 Under Review

**My Studies**

IRB-FY2019-	
IRB-FY2021-	
IRB-FY2020-	
IRB-FY2019-	
IRB-FY2019-	
IRB-FY2019-	

[View All](#)

**My Tasks**

IRB-FY2021-	Complete	0
IRB-FY2020-	Complete	11
IRB-FY2019-	Complete	0
IRB-FY2019-	Complete	0
IRB-FY2019-	Complete Submission	1
IRB-FY2019-	Withdrawal	0
	Closure	0
	Legacy	0

[View All](#)

**Submissions by Type**

Withdrawal	1
Closure	0
Legacy	0

**Approved Studies**

IRB-FY2018-	Test Study
-------------	------------

**Studies Expiring in 30 days**

**Expired Studies**

IRB-FY2019-	
-------------	--

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**Click View All under "My Studies" for a list of all your protocols.**

**cayuse Human Ethics** Role: Researcher

Dashboard **Studies** Submissions Tasks Meetings Reporting More

[+ New Study](#)

Active Archive

Q Click to search

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
<a href="#">IRB-FY2021-</a>		Unsubmitted		N/A	N/A	02-16-2021
<a href="#">IRB-FY2020-</a>		Unsubmitted		N/A	N/A	10-16-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	04-18-2019
<a href="#">IRB-FY2019-</a>		Under Review		N/A	N/A	04-03-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	03-01-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	12-21-2018
<a href="#">IRB-FY2019-</a>		Expired				12-11-2018
<a href="#">IRB-FY2019-</a>		Requires Changes				12-11-2018
<a href="#">IRB-FY2018-</a>		Unsubmitted				08-22-2018

6 ?

**Click the IRB number of the protocol you are interested in.**

**cayuse Human Ethics** Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies Study Details [+ New Submission](#)

**Study Details** Submissions

**Under Review**

IRB-FY2019- [redacted]

PDF Delete

Approval Date: N/A Expiration Date: N/A Organization: PROVOST - Vice Provost for Research (VPR) Active Submissions: [redacted] Population Flags: Additional Flags:

Admin Check-In Date: N/A Closed Date: N/A

Click "Submissions" on the Study Details page for a list of submissions related to the protocol

Key Contacts (1) Attachments

Team Member	Number	Email
[redacted]		Principal Investigator
[redacted]		Primary Contact

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**cayuse Human Ethics** Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies Study Details [+ New Submission](#)

**Study Details** Submissions

Submission Type	Review Type	Status	Decision
<a href="#">Initial</a>	Full	Under Review	--
<a href="#">Withdrawal</a>	Unassigned	Under Review	--

1-2 of 2

1

25 per page

Click the link for the submission you are interested in

6 ?

# Status

## Task History

Indicate where in the process the study is currently in queue.

## Review Board:

Indicates which Committee is reviewing

- Dayton VAMC Research Committee
- Premier Health HIRC Committee
- Risk Management Review (WSU)
  - Conflicts of Interest
  - Biosafety
  - Laser/Radiation Safety
- Wright State IRB

Note: Risk Management is generally first.  
Wright State IRB is generally LAST.

The screenshot shows the Cayuse Human Ethics web application. At the top, the user is logged in as 'Role: Researcher'. The navigation bar includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The main content area is titled 'Under Review' and shows details for 'Initial IRB-FY2019-3107 - Overview Test'. A blue callout box with an arrow pointing to the 'Task History' tab says 'Click the "Task History" tab to view activity on the submission'. The 'Task History' tab is active, showing a table of activities. A blue arrow points to the 'Review Board' field, which is set to 'NYU WSQ'. Another blue arrow points to the 'Task History' tab. The table below has columns for Name, Role, Routing Action, and Completion Date.

Name	Role	Routing Action	Completion Date
	Analyst	Reviewers Assigned	
	Analyst	Review Type/Board Assigned	
	Analyst	Analyst Assigned	
	Principal Investigator	Certified	
	Principal Investigator	Submission Completed	



# Study Status Descriptions

## Study Statuses

There are 11 different statuses that a study can be in:

- **Approved** - Study has been approved by the Compliance Office and/or Review Board.
- **Closed** - Study is no longer in progress.
- **Disapproved** - After being reviewed, the study was not approved by the Compliance Office/review board.
- **Expired** - The study has passed its expiration date without being renewed.
- **Legacy** - Optional status that can be used when importing [legacy submissions](#), in place of "Approved".
- **Requires Changes** - The Compliance Office has requested modifications to the study in order for it to be approved.
- **Submitted** - The PI has sent a submission to the Compliance Office and it is awaiting review.
- **Suspended** - Used when an incident has occurred to place the study on hold until further notice. The research team must submit a modification in order to remove the suspension.
- **Under Review** - The Compliance Office and/or Review Board is currently reviewing the study.
- **Unsubmitted** - The study has not yet been sent to the Compliance Office for review.
- **Withdrawn** - The research team has submitted a withdrawal for this study and no longer wishes to pursue it.

# Editing and Re-submitting a Reopened Submission

How to address changes requested by the IRB

On the Dashboard, click  
here to view your studies

+ New Study



8  
In-Draft



Awaiting  
Authorization



0  
Pre-Review



2  
Under Review

#### My Studies

<a href="#">IRB-FY2019-</a>	<a href="#">Study Title</a>
<a href="#">IRB-FY2021-</a>	<a href="#">Study Title</a>
<a href="#">IRB-FY2020-</a>	<a href="#">Study Title</a>
<a href="#">IRB-FY2019-</a>	<a href="#">Study Title</a>
<a href="#">IRB-FY2019-</a>	<a href="#">Study Title</a>

[View All](#)

#### My Tasks

<a href="#">IRB-FY2021-</a>	Complete Submission
<a href="#">IRB-FY2020-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission

[View All](#)

#### Submissions by Type

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

#### Approved Studies

<a href="#">IRB-FY2018-</a>	Test Study
-----------------------------	------------

#### Studies Expiring in 30 days

#### Expired Studies

<a href="#">IRB-FY2019-</a>	<a href="#">Study Title</a>
-----------------------------	-----------------------------

6 ?

Q Click to search

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
<a href="#">IRB-FY2021-</a>		Unsubmitted		N/A	N/A	02-16-2021
<a href="#">IRB-FY2020-</a>		Unsubmitted			N/A	10-16-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted			N/A	04-18-2019
<a href="#">IRB-FY2019-</a>		Under Review		N/A	N/A	04-03-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	03-01-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	12-21-2018
<a href="#">IRB-FY2019-</a>		Expired		12-11-2019	N/A	12-11-2018
<a href="#">IRB-FY2019-</a>		Requires Changes		N/A	N/A	12-11-2018
<a href="#">IRB-FY2018-</a>		Unsubmitted		N/A	N/A	08-22-2018

Click on the Study that  
Requires Changes

## Requires Changes

### ➤ Click on the Active Submission Type

- Initial
- Modification
- Renewal
- Incident
- Closure

**cayuse Human Ethics**

Dashboard Studies Submissions Tasks

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

**Study Details** Submissions

**Approved**

**IRB-FY17-6** Sample Study

[PDF](#) [Delete](#) [Link Proposal](#)


Approval Date: 05-16-2018	Expiration Date: N/A	Organization: STEINHARDT - Department of Applied Statistics, Social Science, and Humanities Current Policy Post-2018 Rule	Active Submissions: <a href="#">Modification</a> Sponsors: N/A
Admin Check-In Date: 05-30-2018	Closed Date: N/A		

**Key Contacts** Attachments



Team Member	Role	Number	Email
IRBResearcher	Principal Investigator		
IRBResearcher	Primary Contact		

**Click on the appropriate Submission**

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cayuse

Human Ethics

2  IRBResearcher

DashboardStudiesSubmissionsTasks

Studies / Study Details / Submission Details

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

4 Under-Review  
Submission is with reviewers

Reopened

Modification

IRB-FY17-6 - Sample Study

EditPDFDelete

PI:  
IRBResearcher

Current Analyst:  
IRBAnalyst

Review Type:  
Expedited

Submission:  
Return to PI

Meeting Date:  
N/A

Policy:

Required Tasks:

Click here to edit the Submission

ApprovalsTask HistoryLettersAttachments

Research Team

Name	Role	Result	Date
No entries.			

6?

**cayuse Human Ethics** IRBResearcher

Dashboard Studies Submissions Tasks

IRB NUMBER: IRB-FY17-6

Sample Study - Modification

CREATE PDF COMPARE SAVE

Sections

- Amendment Details **1**
- Screening Questions ✓
- Research Personnel ✓
- Project Information ✓
- Project Information... ✓
- Use of Deception in... ✓
- Participants ✓
- Consent & Privacy ✓
- Data Confidentiality ✓
- Exempt Supplement ✓
- Attachments ✓

Routing  
Send to PI for certification?

COMPLETE SUBMISSION

Please provide a brief description of the amendment.

test

Expand Comments

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

☐ Yes  
☒ No

Indicate all below that were amended:

A bubble with the number of comments will display in each section needing changes

Clicking on Expand Comments will allow you to read and address the Reviewer's comments

6 ?









▼

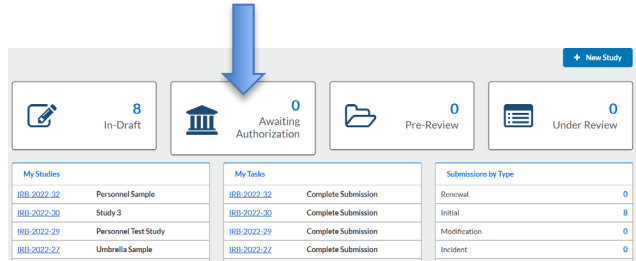
1

☒ No☒ No

search activities may  
participant's home.

## The PI, Co-PI, and PC will receive:

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

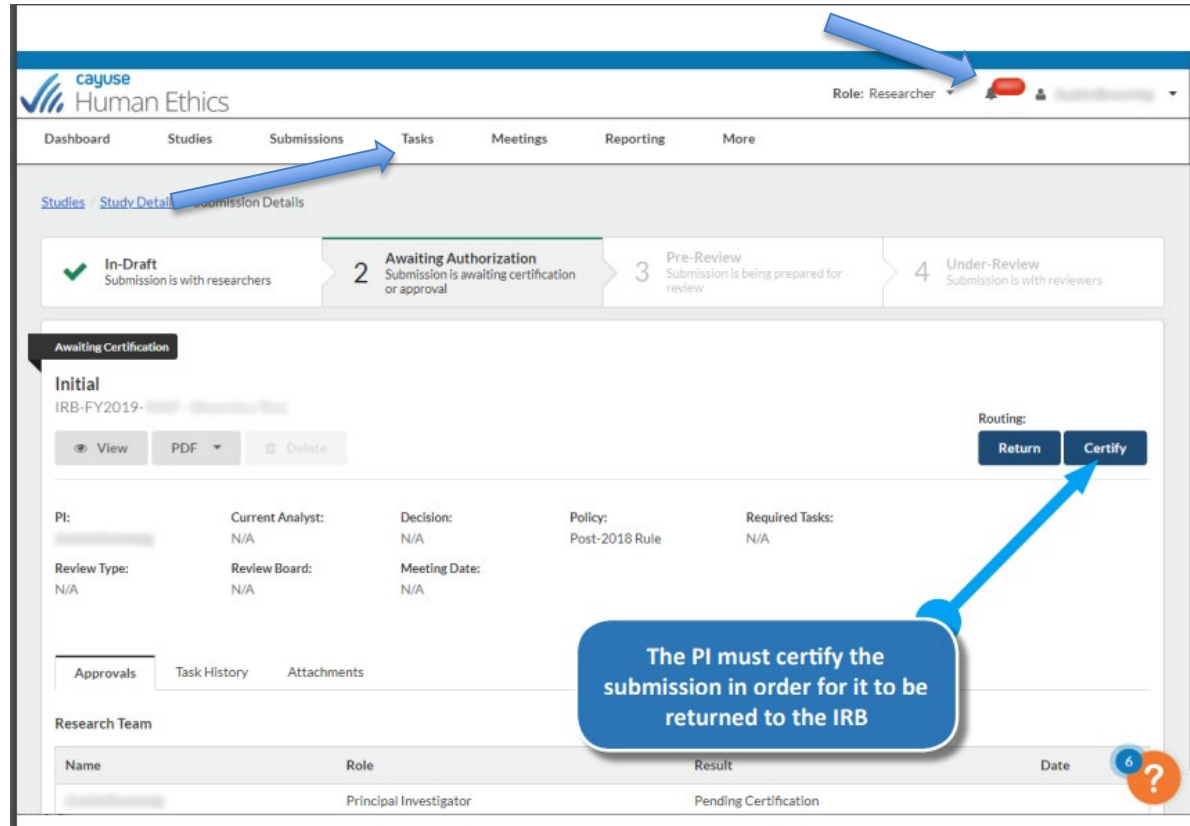


The dashboard shows a notification bubble for 'Awaiting Authorization' with 0 tasks. Below the bubble are three tables: 'My Studies', 'My Tasks', and 'Submissions by Type'.

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 submission details page shows the submission is in the 'Awaiting Authorization' stage. The submission is titled 'Initial' with ID 'IRB-FY2019-XXXX'. The submission is currently in the 'Awaiting Authorization' stage, which is highlighted in green. The submission is currently in the 'Awaiting Authorization' stage, which is highlighted in green. The submission is currently in the 'Awaiting Authorization' stage, which is highlighted in green.

**Routing:** Return Certify

**PI:** [Redacted] **Current Analyst:** N/A **Decision:** N/A **Policy:** Post-2018 Rule **Required Tasks:** N/A

**Review Type:** N/A **Review Board:** N/A **Meeting Date:** N/A

**Approvals** Task History Attachments

**Research Team**

Name	Role	Result	Date
[Redacted]	Principal Investigator	Pending Certification	

**The PI must certify the submission in order for it to be returned to the IRB**

# Where to find your approval documents

Documents

Letters

**Unsubmitted**

### Initial

IRB-FY2019-3107 - Overview Test

[Edit](#) [PDF](#) [Delete](#)

PI: Current Analyst: Decision: Policy: Required Tasks:  
N/A N/A N/A

Review Type: Review Board: Meeting Date:  
N/A N/A N/A

[Submission](#)


Approvals Task History **Attachments**

Click to search

Filename	Uploaded By	Date Uploaded	
*** test doc.pdf		05-02-2019 12:54 PM	+ U

For stamped documents, look under Submission Details and click the Attachments tab

Click the ellipsis next to the document you wish to view and select "Download"



2

IRBResearcher

Dashboard

Studies

Submissions

Tasks

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

**In-Draft**  
Submission is with researchers

**Awaiting Authorization**  
Submission is awaiting certification or approval

**Pre-Review**  
Submission is being prepared for review

**Under-Review**  
Submission is with reviewers

Review Complete

**Initial**

IRB-FY16-23 - Test - 8/12/16

View

PDF

Delete

PI:  
IRBResearcher

Review Type:  
Exempt

Current Analyst:  
IRBAnalyst

Review Board:  
NYU Test Board

Decision:  
Exempt

Policy:

Approvals

Task History

**Letters**

Attachments

Subject	Recipients	Sent Date
<a href="#">IRB-FY16-23 - Initial: Exempt Approval</a>	@nyu.edu	08-16-2016
<a href="#">IRB-FY16-23 - Initial: Request for Modification(s) and/or Information</a>	@nyu.edu	08-16-2016

Click the “Letters” tab under the Submission Details to view and/or print your letters

6

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WRIGHT STATE UNIVERSITY

# 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 a blue arrow that leads to the 'View All' button at the bottom of the 'My Studies' table.

**Dashboard Summary:**

- In-Draft:** 8
- Awaiting Authorization:** 0
- Pre-Review:** 0
- Under Review:** 2

**My Studies Table:**

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

**My Tasks Table:**

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

**Submissions by Type Table:**

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

**Approved Studies Table:**

Study ID	Status
IRB-FY2018-	Test Study

**Studies Expiring in 30 days**

**Expired Studies Table:**

Study ID	Status
IRB-FY2019-	

A red notification bubble with the number '6' and a question mark is located in the bottom right corner of the dashboard.



cayuse

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
<a href="#">IRB-FY2021-</a>		Unsubmitted		N/A	N/A	02-16-2021
<a href="#">IRB-FY2020-</a>		Unsubmitted		N/A	N/A	10-16-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	04-18-2019
<a href="#">IRB-FY2019-</a>		Under Review		N/A	N/A	04-03-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	03-01-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	12-21-2018
<a href="#">IRB-FY2019-</a>		Expired		1-2019	N/A	12-11-2018
<a href="#">IRB-FY2019-</a>		Required			N/A	12-11-2018
<a href="#">IRB-FY2018-</a>		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

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 ✓

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

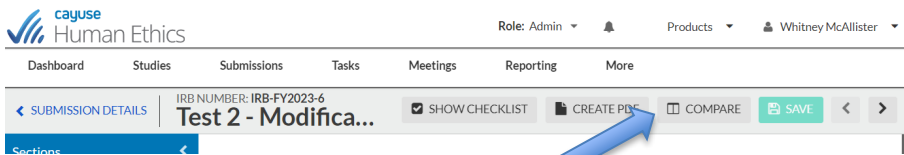
☐ Secondary Data (research using previously collected data/specimens, non-targeted surveys, program protocols)

☐ 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. The title is 'Comparison: IRB-FY2023-6 (Modification)'. The interface is divided into two main columns: 'PREVIOUS SUBMISSION' and 'CURRENT SUBMISSION'. The 'PREVIOUS SUBMISSION' column shows a 'Previously Approved Submission' and a 'NEXT DIFF' indicator with a count of 3. The 'CURRENT SUBMISSION' column shows a 'NEXT DIFF' indicator with a count of 3. The interface includes a 'Sections' sidebar on the left with a list of sections: 'Modification' (3), '1- Getting Started' (0), '2- Submission Infor...' (0), and '3- Study Information' (2). The main content area displays a comparison of the 'Are you making amendments/changes to the project?' question. The 'PREVIOUS SUBMISSION' column shows a 'Yes' option selected, with a note: 'Please make your changes in the appropriate sections of your approved IRB submission to the left.' The 'CURRENT SUBMISSION' column shows a 'Yes' option selected, with a note: 'Please make your changes in the appropriate sections of your approved IRB submission to the left.' Below this, the 'Modification Information' section is displayed, showing a list of who initiated the study amendment: 'Local Study Team', 'Lead Study Site', 'Sponsor', and 'Other'. The 'Summary of the specific changes to be made:' section is also present, with a note: 'Be as specific as possible when describing changes as this text will appear on your amendment approval'.

### Updated Documents:

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

**cayuse Human Ethics**

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 who provide consent or whose records are used.

12

**\*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

2

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:

Review Type:

Review Board:

Meeting Date:

N/A

N/A

N/A

Pre-20

Approvals

Task History

Attachments

Research Team

Name	Role	Result	Date
	Principal Investigator	Pending Certification	

The submission will remain at "Awaiting Approvals" and will not go to the IRB until the PI has certified the Modification

6

?

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-2022-21	Umbrella Sample

My Tasks	
IRB-2022-32	Complete Submission
IRB-2022-30	Complete Submission
IRB-2022-29	Complete Submission
IRB-2022-21	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 buttons, 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.

Name	Role	Date
	Principal Investigator	Pending Certification

# Continuing Review/Administrative Check-In

Starting a submission

Submission requirements

Procedure Change





# Creating & Submitting a Renewal

The screenshot shows the Cayuse Human Ethics dashboard for a user with the role of 'Researcher'. The top navigation bar includes links for Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The main dashboard area features several tiles: 'In-Draft' (8), 'Awaiting Authorization' (0), 'Pre-Review' (0), and 'Under Review' (2). Below these tiles are sections for 'My Studies', 'My Tasks', and 'Submissions by Type'. 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' section.

On the Dashboard, click here to view your studies

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
IRB-FY2019-		Unsubmitted		N/A	N/A	02-16-2021
IRB-FY2021-		Unsubmitted		N/A	N/A	10-16-2019
IRB-FY2020-		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		12-11-2019	N/A	12-11-2018
IRB-FY2019-		Requires Changes		N/A	N/A	12-11-2018
IRB-FY2018-		Unsubmitted		N/A	N/A	08-22-2018

The screenshot shows the 'Studies' page in the Cayuse Human Ethics system. The top navigation bar is the same as the dashboard. The main content area has tabs for 'Active' and 'Archive'. A search bar is present. Below is a table listing studies. A blue callout box with the text 'Click on the Study you wish to submit a Renewal for' points to the 'IRB-FY2021-' study entry. A red question mark icon is visible in the bottom right corner of the table area.

Click on the Study you wish to submit a Renewal for

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		12-11-2019	N/A	12-11-2018
IRB-FY2019-		Requires Changes		N/A	N/A	12-11-2018
IRB-FY2018-		Unsubmitted		N/A	N/A	08-22-2018

**caguse**  
Human Ethics

Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies / Study Details

**Study Details** Submissions

**+ New Submission**

- Renewal
- Modification
- Incident
- Closure

**Under Review**

IRB-FY2019- [redacted]

PDF Delete

Approval Date: N/A Expiration Date: N/A Organization: PROVOST Provost for (VPR) Current Position: Post-2018 N/A Additional Flags:

Admin Check-In Date: N/A Closed Date: N/A

**Key Contacts** Attachments Flags

Team Member	Role	Number	Email
[redacted]	Principal Investigator		[redacted]
[redacted]	Primary Contact		[redacted]

Click "New Submission" then select "Renewal"

**caguse**  
Human Ethics

IRBResearcher

Dashboard Studies Submissions Tasks

Studies / Study Details / Submission Details

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 4 Under-Review Submission is with reviewers

**Unsubmitted**

**Renewal**  
IRB-FY17-9 - The Sample Study Test Test

Edit PDF Delete

PE: N/A Current Analysis: N/A Decision: N/A Policy: Pre-2018 Rule Required Tasks: [Complete Submission](#)

Review Type: N/A Review Board: N/A Meeting Date: N/A

Approvals Task History Attachments

**Research Team**

Name	Role	Result	Date
No entries.			

Click "Edit" to begin working on your Renewal

Sections

Continuing Review

Study Summary

Study Monitoring

## Continuing Review

Please answer  
all questions in  
each section.

This form is to be submitted for studies with an expiration date. If your study has a check-in date, it is not required to submit this form.

*Note: Modification to study procedures cannot be made via this form. If you need to change study procedures, please complete an modification request form.*

### \* Protocol Lapse

\* Is the study past its expiration date?

- ☐ Yes  
☒ No

### \* Local Subject Enrollment

Please select the appropriate designation:

- ☒ Research Study  
☐ Humanitarian Use Device Treatment Protocol

Logo: cayuse Human Ethics

Top right: 2 notifications, IRBResearcher

Navigation: Dashboard, Studies, Submissions, Tasks

Section: SUBMISSION DETAILS | IRB NUMBER: IRB-FY17-9 | The Sample Study Test Test - Renewal

Actions: CREATE PDF, COMPARE, SAVE

Sections:

- Section 1 Study Res...
- Section 2 Subjects
- Section 3 Data and ...
- Section 4 Adverse ...
- Section 5 Self Audit
- Section 5.1 Self Audit
- Routing  
Send to PI for certification?
- COMPLETE SUBMISSION

Section 3 Data and Safety Monitoring

• Since your last IRB review, have any new or increased risks been identified?

☐ Yes

☒ No

Once all sections are finished, click "COMPLETE SUBMISSION" to send to the PI for certification

Submitted Renewals are scheduled to be approved as close to the expiration date as possible

6 ?

# Incidents/Reportable Events

What needs to be reported

How to create and submit an incident


On the Dashboard, click here to view your studies

The dashboard shows a top navigation bar with 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The 'Dashboard' tab is active. Below the navigation bar, there are three summary cards: 'In-Draft' (8), 'Awaiting Authorization' (0), and 'Under Review' (2). A blue callout box with the text 'On the Dashboard, click here to view your studies' points to the 'View All' link under the 'My Studies' section. The 'My Studies' section lists several studies with IRB numbers and dates. The 'My Tasks' section lists tasks like 'Complete Submission' for various IRB numbers. The 'Submissions by Type' section shows counts for different submission types like 'Renewal', 'Initial', 'Modification', etc. At the bottom, there are sections for 'Approved Studies', 'Studies Expiring in 30 days', and 'Expired Studies'.

Click on the Study for which an Incident will be entered

The 'Studies' page shows a table of studies. A blue callout box with the text 'Click on the Study for which an Incident will be entered' points to the study entry with IRB# IRB-FY2020-00000000. The table has columns for IRB#, Study Title, Status, PI, Exp Date, Admin Check-in Date, and Create Date. The 'Status' column shows various statuses like 'Unsubmitted', 'Under Review', 'Expired', and 'Requires Changes'. A blue arrow points from the callout box to the study entry. At the bottom right, there is a red circle with a white question mark and the number 6.

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
IRB-FY2021-00000000		Unsubmitted		N/A	N/A	02-16-2021
IRB-FY2020-00000000		Unsubmitted		N/A	N/A	10-16-2019
IRB-FY2019-00000000		Unsubmitted		N/A	N/A	04-18-2019
IRB-FY2019-00000000		Under Review		N/A	N/A	04-03-2019
IRB-FY2019-00000000		Unsubmitted		N/A	N/A	03-01-2019
IRB-FY2019-00000000		Unsubmitted		N/A	N/A	12-21-2018
IRB-FY2019-00000000		Expired		12-11-2019	N/A	12-11-2018
IRB-FY2019-00000000		Requires Changes		N/A	N/A	12-11-2018
IRB-FY2018-00000000		Unsubmitted		N/A	N/A	08-22-2018


 Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies / Study Details

+ New Submission

Study Details Submissions Renewal Modification Incident Closure

Under Review

IRB-FY2019-


PDF Delete

Approval Date: N/A Expiration Date: N/A Organization: PROVOST - Vice Provost for Research (VPR) Current Policy Post-2018 Rule Active Submissions: Initial Withdrawal Sponsors: N/A Personal Flags:

Key Contacts: Attachments Flags

Team Member	Role	Number	Email
	Principal Investigator		
	Primary Contact		

Click "New Submission" then click "Incident"


 IRBResearcher

Dashboard Studies Submissions Tasks

Studies / Study Details Submission Details

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 4 Under-Review Submission is with reviewers

Unsubmitted

Incident

IRB-FY17-9 - The Sample Study Test

Edit PDF Delete

PI: N/A Current Analyst: N/A Decision: N/A Policy: Pre-2018 Rule Required Tasks: Complete Submission

Review Type: N/A Review Board: N/A Meeting Date:

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
No entries.			

Click here to begin editing the Incident report

# Incident Report

- Complete all questions
- When finished, click COMPLETE SUBMISSION
- Recommend submitting all minor study deviations once per year for Exempt/Expedited studies

The screenshot shows the 'Assessing the Event' section of an incident report. The left sidebar has a 'COMPLETE SUBMISSION' button highlighted with a blue arrow. A blue callout box points to this button with the text: 'When finished, click "COMPLETE SUBMISSION" to send to the PI for certification'. The main content area is titled 'Assessing the Event' and includes a section 'Check all that apply:' with checkboxes for 'Breach of Confidentiality', 'Complaint by a research subject', 'Death of research subject', and 'Other:'. Below this is a 'Date of Event' field with a calendar icon and the date '01/03/2021'.

## Incident Submission

Preview Only

### Sections

#### Incident Report

#### \* Type of Report:

- ☐ Unanticipated Problem or Adverse Event
  - Internal or External
  - Internal Subject Death even if anticipated if occurs within 30 days of study procedures
  - Adverse Device Effects
- ☐ Protocol deviation/violation
  - Alteration to approved study procedures
  - Change in research to eliminate an immediate hazard to a subject.
- ☐ Report(s) to or from oversight entity
- ☐ Report of study lapse
- ☐ Accident/incident
  - Data Breach
  - Self Report of Noncompliance
- ☐ Subject Complaint
- ☐ Subject incarceration
- ☐ Subject withdrawal
- ☐ Pertinent publication/public announcement
- ☐ Notification of audit/inspection/inquiry
- ☐ Miscellaneous



# Closure Request

How to create and submit an closure request

**cayuse Human Ethics** Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

**On the Dashboard, click here to view your studies**

**+ New Study**

**8 In-Draft** **0 Awaiting Authorization** **0 Pre-Review** **2 Under Review**

**My Studies**

IRB#	Study Title	Status
IRB-FY2019-		
IRB-FY2021-		
IRB-FY2021-		
IRB-FY2020-		
IRB-FY2019-		
IRB-FY2019-		
IRB-FY2019-		

**View All**

**My Tasks**

IRB#	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**

IRB#	Study Title
IRB-FY2018-	Test Study

**Studies Expiring in 30 days**

**Expired Studies**

IRB#	Study Title
IRB-FY2012-	

**cayuse Human Ethics** Role: Researcher

Dashboard **Studies** Submissions Tasks Meetings Reporting More


**+ New Study**

**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		12-11-2019	N/A	12-11-2018
IRB-FY2019-		Requires Changes		N/A	N/A	12-11-2018
IRB-FY2018-		Unsubmitted		N/A	N/A	08-22-2018

**Click on the Study which will be Closed**


Role: Researcher

[Dashboard](#)
[Studies](#)
[Submissions](#)
[Tasks](#)
[Meetings](#)
[Reporting](#)
[More](#)

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

Study Details

Submissions

[+ New Submission](#)

[Renewal](#)
[Modification](#)
[Incident](#)
[Closure](#)

**Under Review**

IRB-FY2019- [redacted]

[PDF](#)
[Delete](#)


Approval Date: N/A    Expiration Date: N/A    Organization: PROVOST - Vice Provost for Research (VPR)    Active Submission: [Initial](#)    Personal Flags: [Withdrawal](#)  
 Admin Check-In Date: N/A    Closed Date: N/A    Current Policy: Post-2018 Rule    Sponsors: N/A

[Key Contacts](#)
[Attachments](#)
[Flags](#)

Team Member	Role	Number	Email
[redacted]	Principal Investigator		[redacted]
	Primary Contact		

6 ?

Click "New Submission" then click "Closure"


IRBResearcher

[Dashboard](#)
[Studies](#)
[Submissions](#)
[Tasks](#)

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

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

4 Under-Review  
Submission is with reviewers

**Unsubmitted**

**Closure**

IRB-FY17-9 - The Sample Study Test Test

[Edit](#)
[PDF](#)
[Delete](#)

PI: [redacted]    Current Analyst: N/A    Decision: N/A    Policy: Pre-2018 Rule    Required Tasks: [Complete Submission](#)  
 Review Type: N/A    Review Board: N/A

[Approvals](#)
[Task History](#)
[Attachments](#)

**Research Team**

Name	Role	Result	Date
No entries.			

6 ?

Click here to begin editing the submission

# Study Closures

- Complete all sections on the left menu
- Submit when complete
- Will follow same process as modifications, renewals, and incidents by being routed to the PI for certification prior to review by the IRB.
- Once closed, there is no re-opening the study.

**cayuse Human Ethics** IRB NUMBER: IRB-FY17-9

Dashboard Studies Submissions Tasks

← SUBMISSION DETAILS The Sample Study Test Test - Closure CREATE PDF COMPARE SAVE

Sections

- Section 1 General I... ✓
- Section 2 Subjects ✓
- Routing Send to PI for certification? ✓
- COMPLETE SUBMISSION**

**Section 1 General Information**

Closure of a study means that no further research, follow-up, or analysis of identifiable data will be performed. If enrollment or participation of subjects is ongoing, the study may not be closed. A study is not closed simply because no additional subjects will be enrolled.

For federally-funded research, all research-related records must be maintained in your files for a minimum of three (3) years following the completion of the research, and filing of the final financial report. Other sponsors may have different retention periods; if uncertain, please check the sponsor's requirements.

• Reason for closure (check all that apply)

- ☒ The study was never undertaken (no subjects were enrolled or data were collected).
- ☐ Investigator is no longer at NYU.

Note: If student research, faculty sponsor must submit study closure.

- ☐ Data collection has ceased and there is no ongoing data analysis/or follow-up of subjects.
- ☐ The study is being withdrawn.
- ☐ The sponsor, another IRB, or other regulatory agency has terminated the study. You must attach all relevant documentation from the terminating party.
- ☐ Study will be incorporated into a new protocol.
- ☐ Study is being incorporated into an existing protocol.

• Summarize the final findings of your study.

When finished, click "COMPLETE SUBMISSION" to send to the PI for certification

# Get Help – IRB Staff Consultations

- Virtual Office Hours
  - Wednesdays at 11am – 12:30pm
  - By appointment
- IRB Chat via Teams
- IRB Help Line:
  - 937-775-4462
- Email: [irb-rsp@wright.edu](mailto:irb-rsp@wright.edu)

