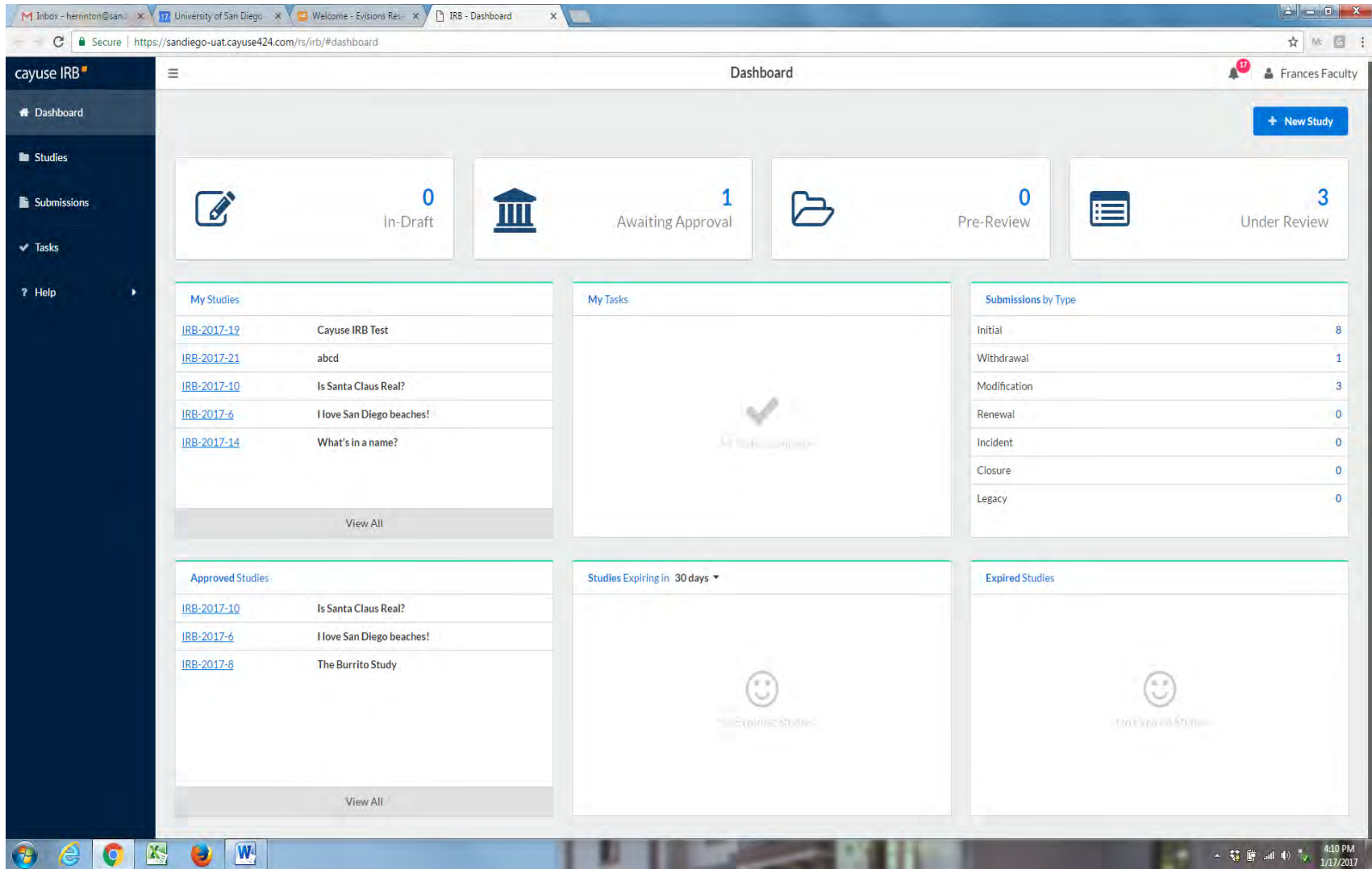


CAYUSE IRB INITIAL SUBMISSION INSTRUCTIONS

From the initial screen (the Dashboard), click on the New Study button in the upper right



Type the name of your study in the box that says "Enter Study Here" and then click on the blue checkmark

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 'Study Details' and features a tabbed interface with 'Study Details' and 'Submissions' tabs. A form is present with a text input field containing the placeholder text 'Enter study title here' and a blue checkmark button to its right. Below the form is a table with the following data:

Approval Date:	Expiration Date:	Organization:	Active Submissions:
N/A	N/A	N/A	
Sponsors:	Closed Date:		
N/A	N/A		

The browser's address bar shows the URL <https://sandiego-uat.cayuse424.com/rs/irb/#study/create>. The system tray at the bottom right indicates the date is 1/17/2017 and the time is 4:13 PM.

Go to the New Submission button in the upper right and select "Initial" from the drop down menu there:

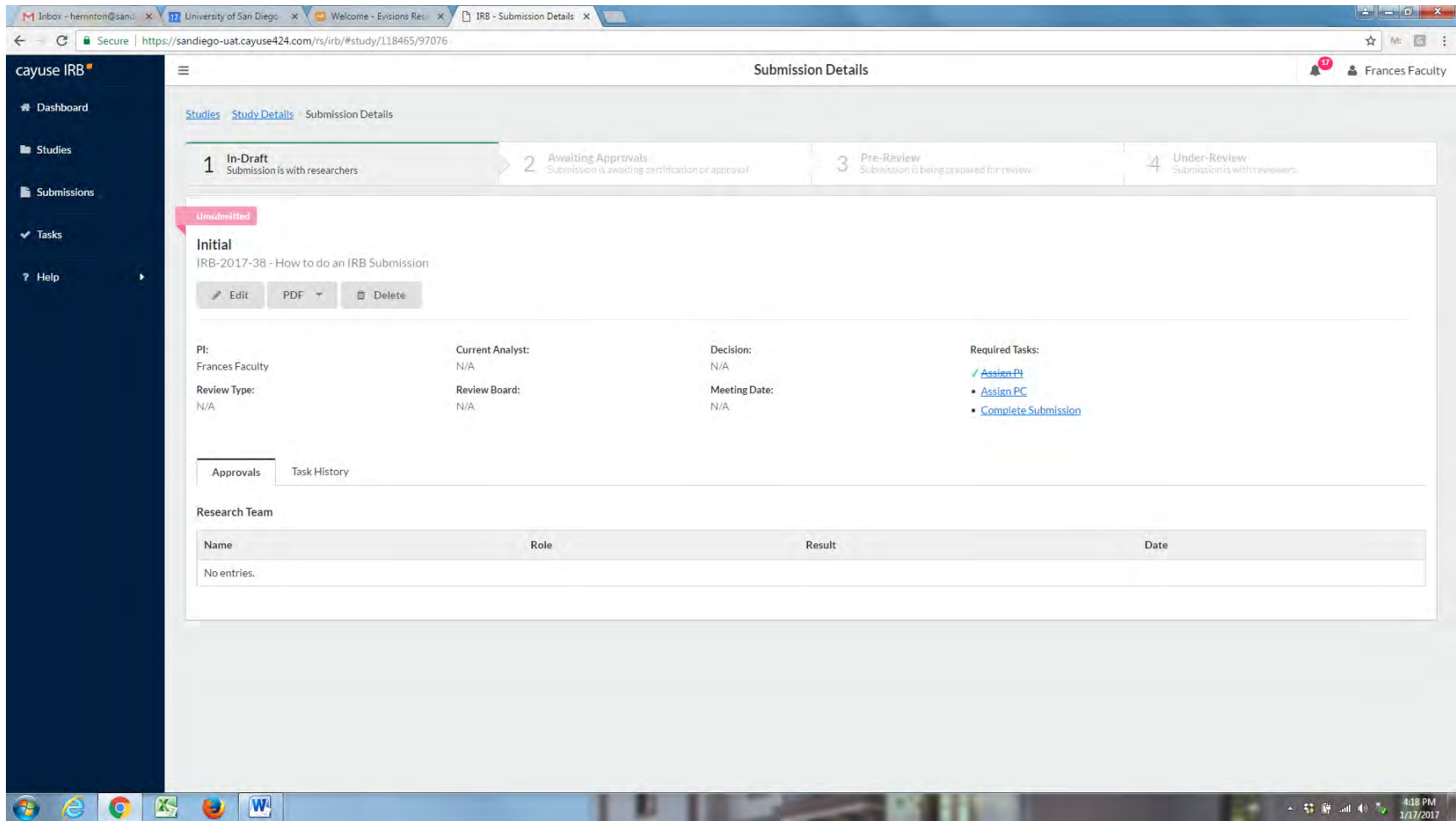
The screenshot shows the Cayuse IRB web application interface. The browser address bar displays the URL: <https://sandiego-uat.cayuse424.com/rs/irb/#study/118465>. The application header includes the 'cayuse IRB' logo, a navigation menu, and the title 'Study Details'. A user profile for 'Frances Faculty' is visible in the top right corner. A blue '+ New Submission' button is located in the upper right of the main content area. Below this button is a dropdown menu with 'Initial' selected. The main content area displays details for 'IRB-2017-38' with the title 'How to do an IRB Submission'. A pink 'Unsubmitted' badge is present. There are 'PDF' and 'Delete' buttons. The submission details are as follows:

Approval Date:	Expiration Date:	Organization:	Active Submissions:
N/A	N/A	N/A	N/A
Sponsors:	Closed Date:		
N/A	N/A		

Below the details is a 'Key Contacts' section with an 'Attachments' tab. A table with columns 'Team Member', 'Role', 'Number', and 'Email' is shown, containing the text 'No Key Study Contacts.'

The Windows taskbar at the bottom shows the time as 4:18 PM on 1/17/2017.

Click on Assign PC



Doing this gets you into the submission template. You will have automatically have been assigned to be the Principal Investigator (PI). You will need to enter a primary contact for the study. Ideally this is someone beside you so there are two people who can be contacted about the study if needed, but if there is no one else you can also be the primary contact. For students, your faculty advisor should be the primary contact. To

make someone the primary contact, you click on the FIND PEOPLE button, enter the name of person desired, select his/her name, and then save. This will bring you back to this screen. Students also need to attach a letter from their advisor authorizing the submission of this proposal.

The screenshot shows a web browser window displaying the 'Initial Submission' form in 'Preview Only' mode. The form is titled '1 General Information' and includes the following sections:

- Your Role:** A dropdown menu with options: 'USD Faculty Member or Administrator', 'USD Student' (selected), and 'USD Sponsor'. Under 'USD Student', there is a sub-section 'Student Level' with radio buttons for 'Undergraduate', 'Masters', and 'Doctoral'. Below this is a text input field for 'Faculty Approval Letter' and an 'ATTACH' button.
- Principal Investigator:** A text input field with the instruction 'Provide the name of the Principal Investigator for this study.' and a 'FIND PEOPLE' button.
- Primary Contact:** A text input field with the instruction 'Provide the name of a person who can be contacted about this study.' and a 'FIND PEOPLE' button.

A note at the bottom states: '* For Students: Provide the name of your Faculty Advisor to be the Principal Contact.'

Here are some general notes about filling in your Initial IRB Submission:
Fields with a red asterisk are required;

If you click on the wrong choice in a set of buttons (e.g. you clicked on USD student instead of USD sponsor for your role) then just click on the right choice;

Box fields are free form text, so enter the desired information in whatever format is most convenient;

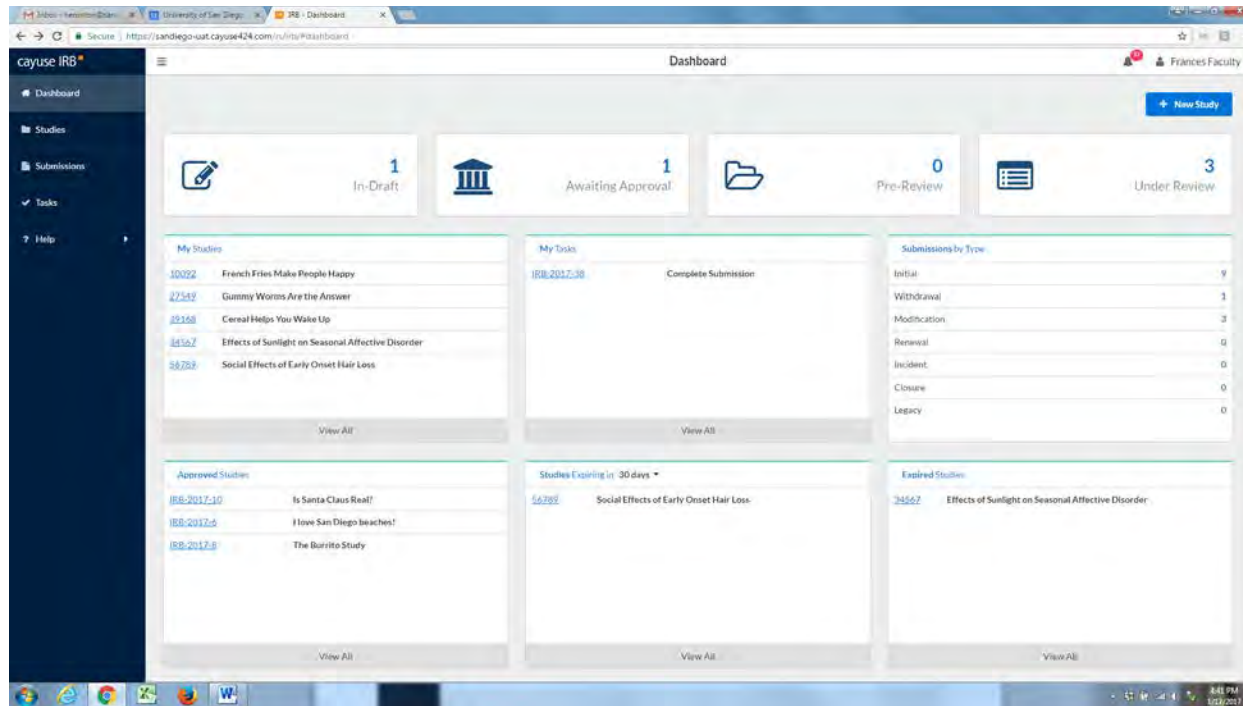
Only the information that is needed for your submission is requested, so as you enter some information you will see that additional fields open up (e.g. if you click on expedited for review category then the different categories of expedited review will be displayed so you can choose one).

When a section is complete, a green check mark will display next to it in the column on the left. All sections must have green check marks before you can submit your study.

You move to the next study by clicking on the arrow in the bottom right of the screen.

You can save your work on clicking on the green SAVE button in the upper right whenever it is active.

Later, to resume working on this study select it from the My Tasks section of your dashboard and then clicking on the edit button



and then clicking on the edit button on the Submission Details screen.

Submission Details

Studies Study Details Submission Details

1 **In-Draft**
Submission is with researchers

2 **Awaiting Approvals**
Submission is awaiting certification of approval

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

4 **Under-Review**
Submissions with reviewers

Unsubmitted

Initial
IRB-2017-38 - How to do an IRB Submission

Edit PDF Delete

PI: Frances Faculty
Review Type: N/A

Current Analyst: N/A
Review Board: N/A

Decision: N/A
Meeting Date: N/A

Required Tasks:
✓ Assign PI
✓ Assign PC
• Complete Submission

Approvals Task History

Research Team

Name	Role	Result	Date
No entries.			

8:42 PM 1/17/2017

Once you have completed all of the sections, the option to COMPLETE SUBMISSION will appear on the left side of the screen.

The screenshot shows a web browser window with the URL <https://sandiego-uat.cayuse424.com/rs/irb/#submission/edit/97076/section/5>. The page title is "How to do an IRB Submission - Initial" and the IRB number is "IRB NUMBER: IRB-2017-38". The interface features a dark blue sidebar on the left with navigation options: Dashboard, Studies, Submissions, Tasks, and Help. The main content area is divided into sections: 1 General Information, 2 Purpose and Significance, 3 Study Participants, 6 Confidentiality, Risk, and Attachments, and 7 Attachments. The form contains several questions with radio button options for Yes and No. A green SAVE button and a COMPLETE SUBMISSION button are visible in the upper right corner. The footer includes the Evisions Research Suite logo and contact information.

You should first click on the green SAVE button in the upper right and then click on the COMPLETE SUBMISSION button. You will be asked to confirm that you want to continue.

This brings you to the last step of an initial submission, which is for you to certify your submission. Click on the Certify button in the upper right:

Submission Details

1 **In-Draft**
Submission is with researchers

2 **Awaiting Approvals**
Submission is awaiting certification or approval

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

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

Awaiting Certification

Initial
IRB-2017-38 - How to do an IRB Submission

View PDF

Routing: **Return** **Certify**

PI: Frances Faculty
Current Analyst: N/A
Decision: N/A
Review Type: N/A
Review Board: N/A
Meeting Date: N/A
Required Tasks: N/A

Approvals Task History

Research Team

Name	Role	Result	Date
Frances Faculty	Principal Investigator	Pending Certification	

4:48 PM 1/17/2017

Doing so brings up a statement for you to attest to your submission. Once you have done that, you will get the final screen where the black banner in the upper left says “Awaiting Org Approval”. YOU ARE DONE: your submission will now go to the IRB representative(s) for your school or college.