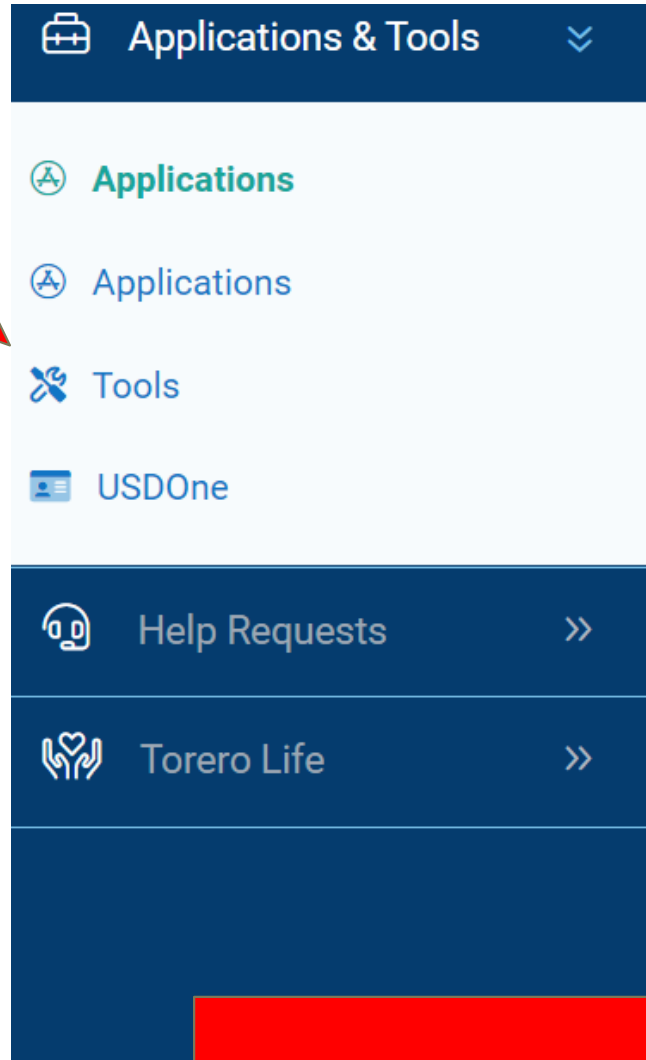


Accessing Cayuse

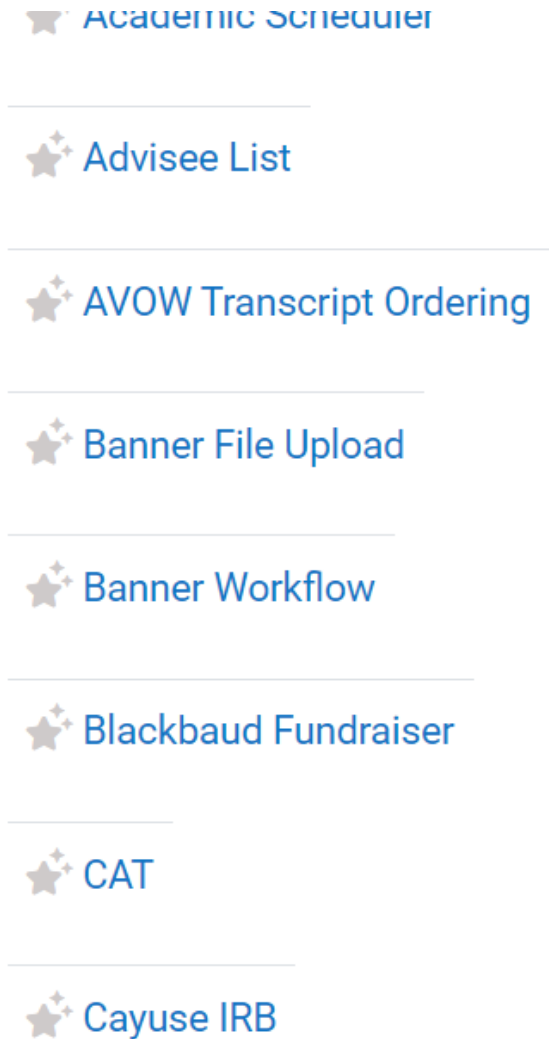
Follow the steps to access the Cayuse system and open new IRB application

Access to the Cayuse system is via MySanDiego portal. (Go to My.SanDiego.edu, Applications and Tools, Applications, Cayuse IRB)



Applications & Tools

- Applications
- Applications
- Tools
- USDOne
- Help Requests >>
- Torero Life >>

- 
- Academic Scheduler
 - Advisee List
 - AVOW Transcript Ordering
 - Banner File Upload
 - Banner Workflow
 - Blackbaud Fundraiser
 - CAT
 - Cayuse IRB

Click on
Cayuse IRB

USD Directory - University of San Diego x | Apps & Tools x | MySanDiego Portal Login x | Res: IRB Awaiting Org Review - b... x | A...

sandiego.cayuse424.com

cayuse Research Suite

Cayuse Research Suite

3.9.1

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

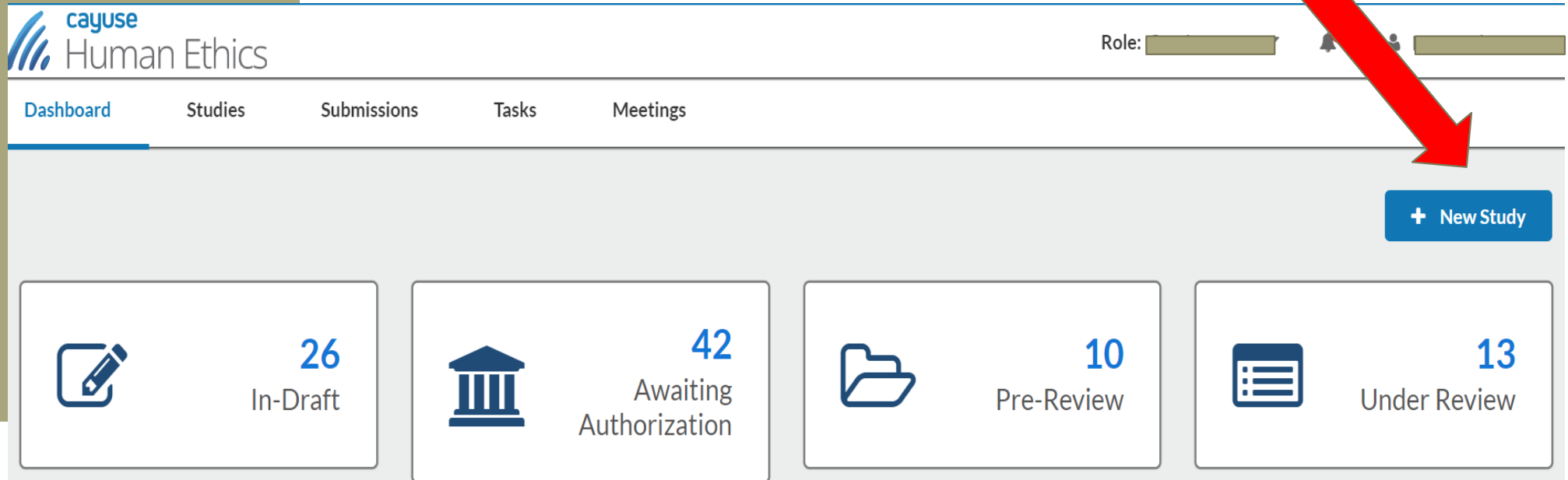
System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Events](#)





Application Help

- [Research Suite Support Center](#)

Click on "new study"



The screenshot shows the cayuse Human Ethics dashboard. At the top left is the logo and name 'cayuse Human Ethics'. On the right, there is a 'Role:' field and a notification bell icon. Below the header is a navigation menu with 'Dashboard', 'Studies', 'Submissions', 'Tasks', and 'Meetings'. The 'Dashboard' tab is active. In the top right corner of the dashboard area, there is a blue button with a plus sign and the text '+ New Study'. A large red arrow points from the top right towards this button. Below the navigation menu are four summary cards:

Icon	Count	Status
	26	In-Draft
	42	Awaiting Authorization
	10	Pre-Review
	13	Under Review

Steps for Completing Not Human Subjects Research (NHSR) Application

Only General Information section needs to be filled out

1. Check USD student
2. Check Master's student level

Sections <

1 General Informat... ✓

1 General Information

*** Your Role**

Choose one that describes your role.

USD Faculty Member or Administrator

USD Student

*** Student Level**

Choose your student level.

Undergraduate

Masters

*** My faculty adviser has reviewed and approved this submission.**

3. Check that your faculty advisor has reviewed your submission
4. Attach their letter of approval in PDF format

* My faculty adviser has reviewed and approved this submission.

* Attach a copy of a letter from your faculty adviser approving submission of this study. The letter must include the title of your study and the title of your study must match the title of this application.

IRB Approval October Letter ... | X

5. Enter your details here

* Principal Investigator

Provide the name of the Principal Investigator for this study.

Name	Organization	Address	Phone	Email	Trainings

This is the training you should have completed

TRAININGS					
Course Name	Group	Stage	Status	Completion Date	Expiration Date
Human Subjects Research - SBR	Social & Behavioral Research - Basic/Refresher	Basic Course	Current	5/9/2021	5/8/2024

6. Enter your faculty advisor's details here

*** For Students: Provide the name of your Faculty Advisor to be the Primary Contact.**

*** Primary Contact**

Name	Organization	Address	Phone	Email	Trainings
------	--------------	---------	-------	-------	-----------

Leave blank

Co-Principal Investigator(s)
Please list this study's Co-Principal Investigator(s).

Other Research Team Member(s)
Enter the Names, Titles, Affiliations and Roles of Other Investigators

Attach your and your advisor's CITI certificates here

Human Subjects Training Certificates.
All researchers for this project must show proof of human subjects training, including those researchers who will not have contact with human subjects and students serving as research assistants.

Attach a training certificate here for each researcher for this project.

| ✕

| ✕

7. Check "USD IRB only" option under Reviewing IRBs.

8. Check "Not Human Subjects Research" under Review category.

* Reviewing IRB(s)

Which IRB(s) will review this proposal? Choose one answer below.

 USD IRB only

Independent IRBs

USD IRB and other IRB(s) will independently review and approve this study protocol

External IRB

An **external IRB** has already approved this protocol and USD's IRB approval is requested for research involving USD faculty and/or students

USD IRB is IRB of Record

USD's IRB will be the **IRB of Record** for all sites of a **multi-site project**


External IRB is IRB of Record

An **external IRB** will be the **IRB of record** for all sites of a **multi-site project**

* Review Category

Choose one appropriate review category for your project: **Not Human Subjects Research, Exempt, Expedited or Full Board.**

- If you are uncertain of the appropriate level of review, click on a review category and then read the descriptions. If still in doubt, consult with your IRB representative.
- Please **DO NOT** check "Full" **without** first consulting with an IRB representative or the IRB Administrator.

 **Not Human Subjects Research**

By checking this box, the Principal Investigator attests that the project does not meet the federal definition of [human subjects research](#) [45 CFR 46.102(e)(1-7) and 45 CFR 46.102(l)(1-4).

* Project Description

Brief description and meeting 8 criteria

Not Human Subjects Research

By checking this box, the Principal Investigator attests that the project does not meet the federal definition of [human subjects research](#) [45 CFR 46.102(e)(1-7) and 45 CFR 46.102(l)(1-4)].

* Project Description

Briefly describe the project. Please note that in order for an evidence-based practice project or an action research project to be certified as **NOT HUMAN SUBJECTS RESEARCH**, ALL of the following must be true:

1. Implementing the practice outlined in the project will not incur participant harm.
2. The practice change outlined in the project is not new or novel and has been published elsewhere.
3. The practice outlined in the project will be implemented in a single project location.
4. The project does not test issues or add questions that go beyond common practice.
5. The project will not randomize participants into different intervention groups.
6. The project will not deliberately delay interpretation of data.
7. The project will not deliberately delay or abbreviate feedback to those who would benefit from the findings in order to enhance likelihood of publication.
8. The project has no funding from an outside organization with a commercial interest in the use of the results.

9. Itemize and briefly describe how your project meets each criterion.

* Project Description

Briefly describe the project. Please note that in order for an evidence-based practice project or an action research project to be certified as **NOT HUMAN SUBJECTS RESEARCH**, ALL of the following must be true:

1. Implementing the practice outlined in the project will not incur participant harm.

- There are several measures that I am taking in order to make sure that my project will not incur participant harm.

10. Supporting documents include a letter of support from the school. The letter must be:

On institutional letterhead
In PDF format.

Signed by the person authorized to grant access to the data.

Dated within 90 days of the IRB application.

Consistent with the language and title in their application.

Please attach supporting documents, as applicable

Please note that you do NOT need to attach the study proposal as long as all questions have been answered in the box above and accurately reflect 'project' language.

Start date should be 30 days from today.

* Start Date

Provide the anticipated start date for research (including recruitment of participants), which may not begin prior to IRB approval. Please allow a minimum of 30 days for IRB review, edits, and processing of application.

Templates for letters of support from faculty advisor and site permission



Date

To Whom It May Concern:

Student Name (**ID Number**), a member of our **Master Credential Cohort 2-year** program, is currently completing their **EDTE 514/515** coursework. Within this course, they are expected to complete a capstone research project. I am the faculty advisor for this project, and I will support them in completing it.

First name has approval to complete the study titled: **Make sure title here is the same as IRB application.**

If you should have any questions, do not hesitate to contact me.

Official Letterhead of Research Site or Institution

Date _____ (Must be current—within 90 days of submission of IRB application)

Dear Members of the USD IRB Committee,

This letter is to document that **Name of Principal Investigator (and other researchers if appropriate)** from the University of San Diego has permission to conduct their research entitled **NAME OF STUDY TITLE AS IT APPEARS IN IRB APPLICATION AND ON ALL DOCUMENTS**

We have been informed of the scope of this research and have discussed the related activities of the study with **Name of Principal Investigator** including permission to use email distribution list or other contact list during the recruitment process, which may commence when the PI provides evidence of IRB approval. **(Delete part referencing email or contact list if not applicable.)**