Glossary of IRB Terms

**Authorization Agreement**  Document required when another institution is approving IRB or relying on USD IRB approval. (IRB of Record)

**Cayuse** Application software used by USD for all IRB submissions.

**Certification** IRB Training Certification is required for all researchers, including persons who will not have contact with human subjects and students serving as research assistants.

**Certify** Term meaning to agree and approve of information submitted in Cayuse IRB application. NOTE: Only the PI can certify applications.

**CITI** CITI IRB Training Certification, valid for three years.

**Closed** Research is no longer taking place. PI is required to submit a Closure application. Studies expired more than 30 days are administratively closed. A closed study cannot be re-opened.

**Co-PI** Co-Principal Investigator (Co-PI) shares in research and IRB application information. Co-PI is not authorized to submit the IRB application, nor make changes in the application.

**Differed** IRB submission review requiring PI to make application edits.

**Exempt** Study that falls within one of the defined exempt review categories.

**Expedited** Study that falls within one of the defined expedited review categories.

**External** Study that falls within one of the defined external review categories.

**Faculty Advisor** USD Faculty member who advises student researcher and provides letter of support.

**Faculty Sponsor** USD Faculty member who advises researcher and provides letter of support. Also for researcher not affiliated with USD.

**Full** Study with more than minimal risk, requiring IRB Committee Review.

**Funded** Money received by outside source to support research. (May require OSP application.)

**IRB** Institutional Review Board comprised of USD faculty, students and community member.

**IRB Committee** IRB Committee Representatives (Org Approver) from each USD academic unit available for consultation, application approval, and monthly meeting. (No meeting in August)

**IRB of Record** Authorization Agreement document required when another institution is approving IRB or relying on USD IRB approval.

**Incident** Unanticipated problems involving risk to subjects or others. Incidents MUST be reported to IRB.

**Legacy** IRB Study originally submitted on paper (Pre 2017) and uploaded in Cayuse for continuation.

**Modification** Any change in the study, which require approval with a Modification application.

**New Submission** New information added to an EXISTING study. (Modification, Renewal, Incident, Closure)

**Org Approval** IRB Committee member from school or department who will consult/review/approve applications.
**Other Investigators**  Additional researchers, research assistants, researchers from other institutions.

**Primary Contact**  Primary Contact (PC) is the person, other than the PI, to contact about the study. USD IRB requires two USD contacts.

**Primary Investigator**  Primary Investigator (PI) is the lead investigator on the study who submits application and edits.

**Renewal**  Renewal application required for all IRB’s, annually, on anniversary approval date.

**Start Date**  Date research will begin, not the application date. IRB approval is required prior to start of research.

**Study Number**  Unique number assigned to IRB Study in Cayuse, upon Initial application.