

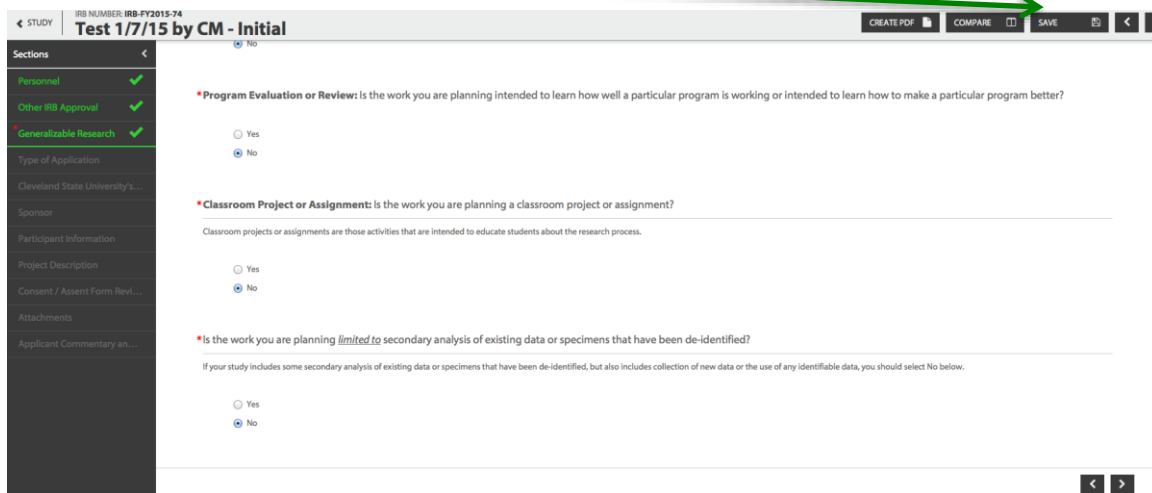
Faculty, Staff, and Student Researchers:

We hope you find [Cayuse IRB](#) easy to use. In fact, by following the steps below, you should have all the information you need to get started. Please refer to the tutorial on the Help Menu in Cayuse IRB for more information.

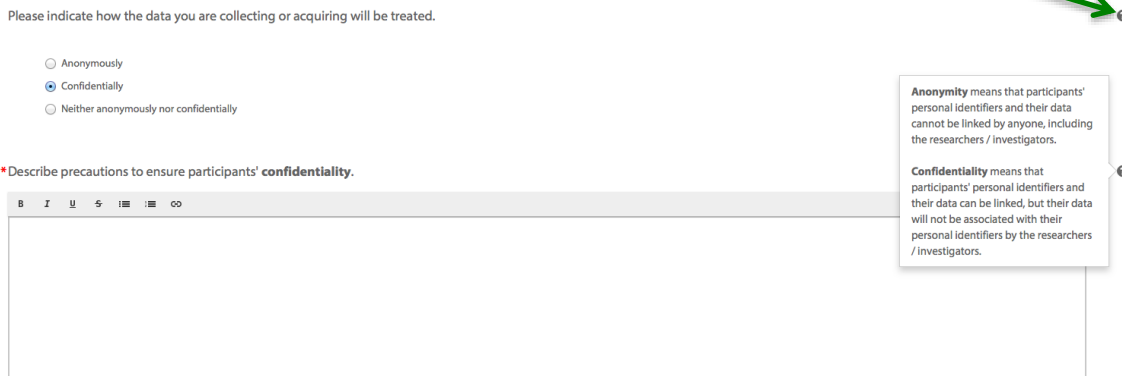
If you are unable to log in to Cayuse IRB, then please [fill out the following registration form](#). Your account should be activated within 2-3 days.

Note: To access the two help desk documents below, you need to register your own, separate account for the Cayuse IRB help desk.

- [Navigating Cayuse IRB](#)
- [Creating a New Study](#)
- Remember to **SAVE** your application frequently

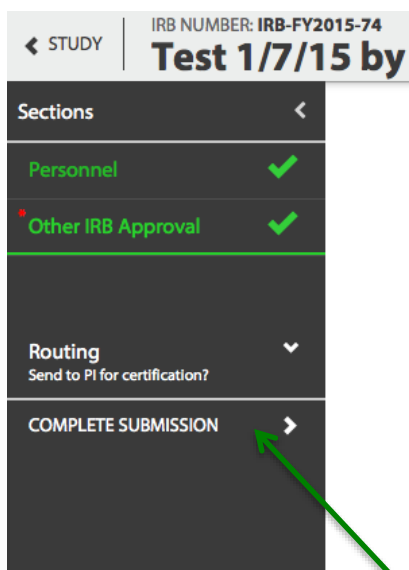


- Anywhere in the application you see a question mark, click the ? to read more information (click the ? again to hide this information)



- To get back to the Study Overview page at any time, click "STUDY"





- Applications must be certified by the PI (Principal Investigator) prior to submission. This feature allows the PI to review the application before it is submitted to the IRB (for example, when working with student assistants).
- Please note that if a co-investigator (such as a student) indicates that the application is complete and routes the application to the PI for certification, the PI will not be able to edit the application.
 - If the PI determines any changes are necessary, he or she will have to send the application back to the investigator(s) in order for changes to be made.
 - Therefore, we recommend that when a co-investigator completes the application and would like the PI to review, *make any final changes (if necessary)*, certify, and submit to CSU's IRB office, that the co-investigator simply let the PI know this via email – rather than routing to the PI for certification in Cayuse IRB.
 - *(Cayuse IRB is working on changing this functionality in a future update, such that PIs can edit the application even after it has been routed to them for certification. In the meantime, we suggest following the instructions above.)*

Please note that students are not permitted to be identified as Principal Investigators.

- PIs then have the option of returning the application to investigator(s) (for example, if they would like the student research assistants to continue working on the application) or certifying the application.

The screenshot shows the 'Study Overview' page for an application titled 'IRB-FY2015-74 Test 1/7/15 by CM'. The application status is 'UNSUBMITTED'. The organization is 'College Sciences & Hlth Prfsns' and the sponsor is 'National Science Foundation'. The Principal Investigator is 'Conor McLennan'. The page includes a 'Key Study Contacts' table and an 'Initial Submission' section with 'Tasks' and 'Submission Routing' options.

Team Member	Role	Number	Email
Conor McLennan	Principal Investigator	216-687-3750	cayuseirb@csuohio.edu
Conor McLennan	Primary Contact	216-687-3750	cayuseirb@csuohio.edu

- After the PI certifies the application, the study is submitted to CSU's IRB office, and this section will change to "You cannot perform any actions at this time."

The screenshot shows the 'Study Overview' page for the same application, but now the status is 'SUBMITTED'. The 'Submission Routing' section has changed to display the message: 'You cannot perform any actions at this time.' The 'Tasks' section also shows 'You have completed all required tasks.' The 'RETURN TO INVESTIGATORS' button is no longer visible.

- At that point, the study will also no longer appear in your “My Tasks.”

IRB Number	Study Title	Type	Assignment	State	Date
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- However, the study will (always) be accessible from “My Studies” and will show the status of your application.

IRB Number	Title	Sponsor	PI	Date Created	Status
IRB-FY2015-74	Test 1/7/15 by CM	National Science Foundation	Conor McLennan	01/07/2015	Submitted

- Should you wish to request a renewal, one or more modifications, to report an incident, or to close the study, select the study from “My Studies” and from the Study Overview page, click “ADD SUBMISSION.”

IRB-FY2015-43 Test 10/27/14
APPROVED

Organization College Sciences & Hlth Prfsns	Approval Date 11/03/2014	Expiration Date -	Closed Date -
	Review Board CSU IRB		

Key Study Contacts

ADD SUBMISSION +

- RENEWAL
- MODIFICATION
- INCIDENT
- CLOSURE

If you have any questions, comments, or need further assistance, please do the following:

- Attempt to locate the answer to your question in [Cayuse IRB Help](#).
- If you are unable to do so, then send an email to cayuseirb@csuohio.edu, or contact: Kaitlyn Harman in Sponsored Programs and Research Services, at k.m.harman@csuohio.edu or 216.687.3624.