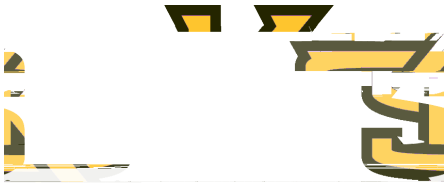


Cayuse IRB

Submitting a Proposal

Cayuse IRB - Submitting a Proposal

Accessing Cayuse IRB 4

Interface Orientation 4

- Dashboard Tab 4
- Studies Tab 6
- Submissions Tab 7
- Tasks Tab 8

Submitting a New Study 9

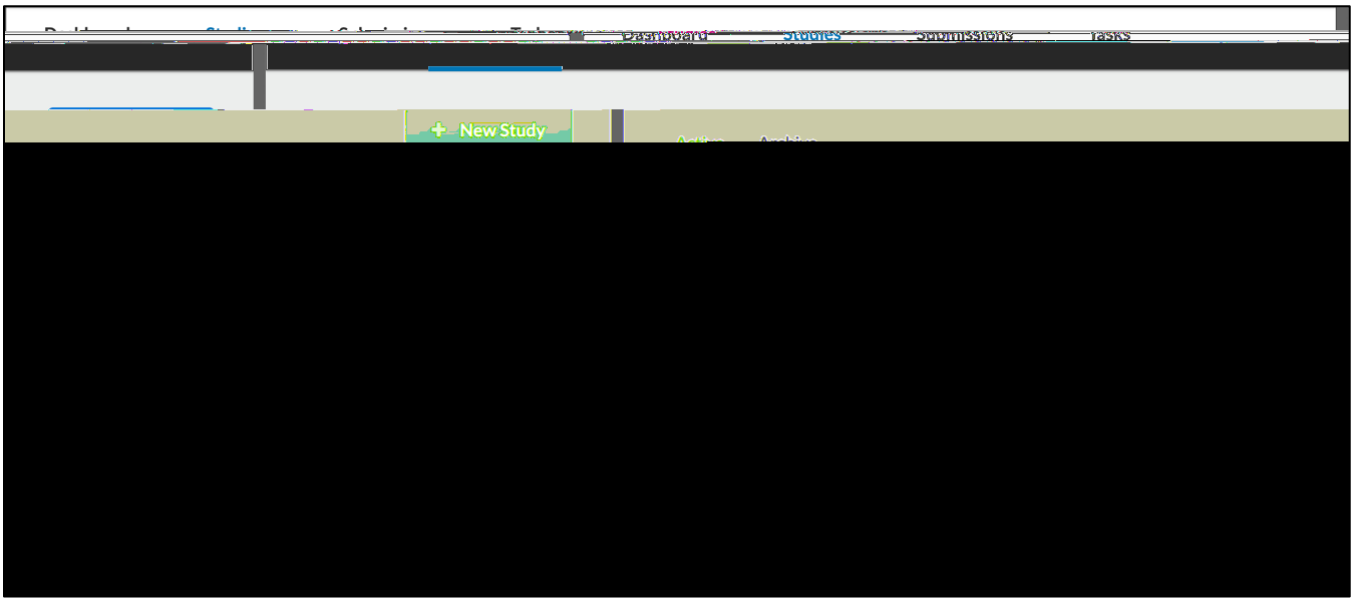
- Instructions 11
- PI Assurance 12
- KSU Study Personnel 12
- Non-KSU Study Personnel 16
- Funding 18

The following section describes how to access and log into Cayuse.

1. In your browser, navigate to _____.
2. Log in using your KSU credentials and authenticate with Duo.
3. You will be directed to the Cayuse Research Suitemi0 0 Td(2D22 0 Td. (e) Cl(d)-4(d)-ck[.)2 (i)]g 0 Tw 1 2 3 0 0

a. Submissions currently being completed by your research team.
b. Submissions waiting for approval or certification by the Principal Investigator(s).
c. Submissions sent to the IRB Office.
d. : Submissions awaiting a decision from a committee or reviewers.
e. : Submissions awaiting final approval.
f. Submissions you have authored or in which you are included as personnel.
g. Any specific tasks you are responsible for.
h. Separated by the type of submissions.
i. Studies that have been approved.
j.): Studies close to expiration.
k.

This tab displays all studies that you are involved with and additional information about each one. By default, the *Active* tab will be displayed. To see studies that have been closed or expired, select the *Archive* tab.



a. Reference number for submission.
b. Title given to the submission.
c. Displays the current status of the study.
d. User listed as the Principal Investigator.
e. Date the study is set to expire.
f. Date the protocol requires check-in with the IRB office.
g. Date study was created.

This tab displays additional information about the individual submissions.

a. Reference number for submission.
b. Displays the title of the study and submission type.
c. Displays the current status of the submission.
d. : Displays the type of review for the submission.
e. User listed as the Principal Investigator.
f. Your role as listed in the application.
g. Displays any decision by the reviewer or committee.
h. Date submission was created.

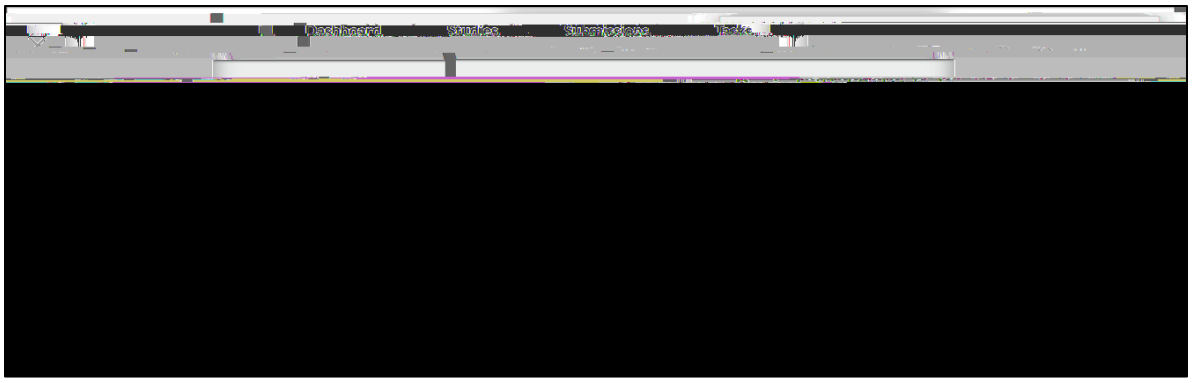
This tab specifically displays tasks that need to be completed for individual studies.

a. Reference number for submission.
b. Lists the next task to complete.
c. Displays the title of the study.
d. Displays the type of form. D T7jEMC /LBody <MCID 23 >-9 (s)6 MC /L43e1-1 (e)]TJ 0 Tx03 T-

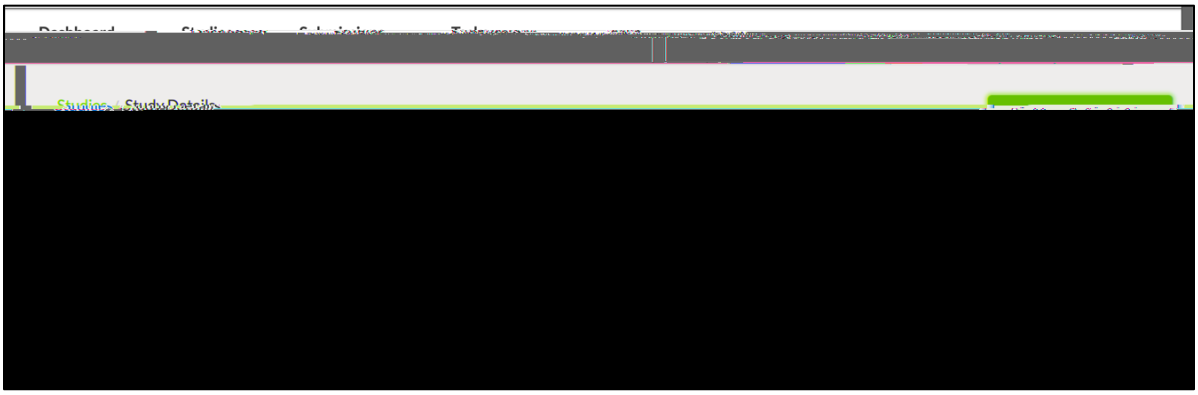
The following section explains how to create an initial submission.

1. From the *Dashboard* tab, click the blue button.

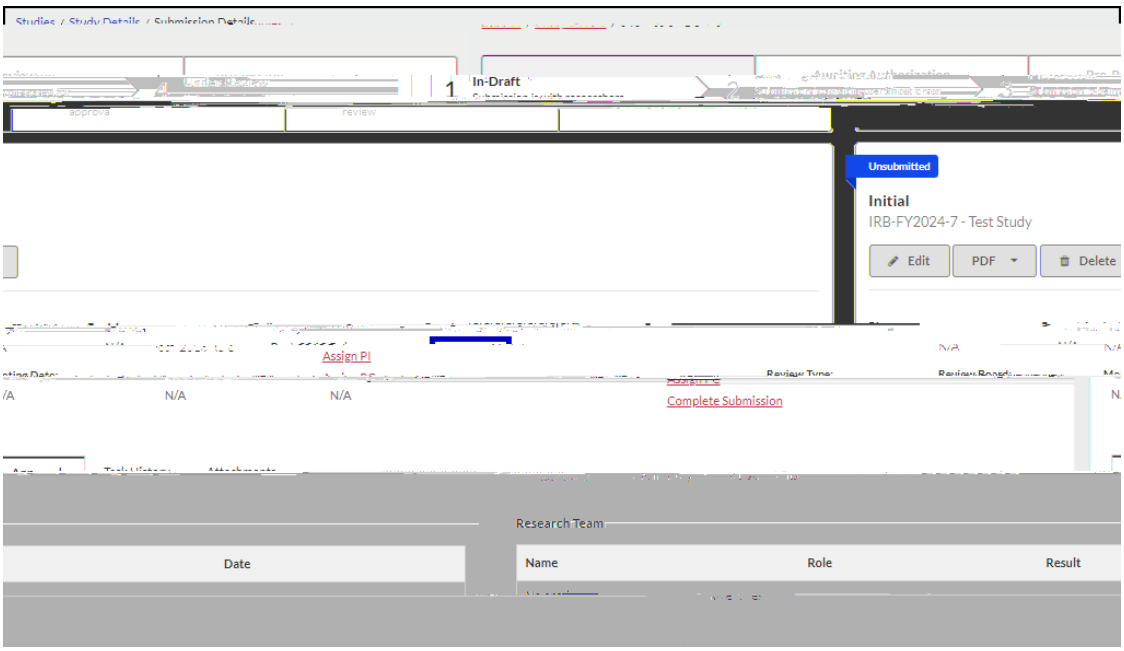
buj0.005 Tc -0.011 Tw 0.22 0 Td[but)10(t)-4 (to)1( )]Tn 2 (n.)]3 (w)6 ((



5. In the resulting dropdown menu, click .



6. The study is now in the draft stage. A list of the required tasks will be displayed. Click .

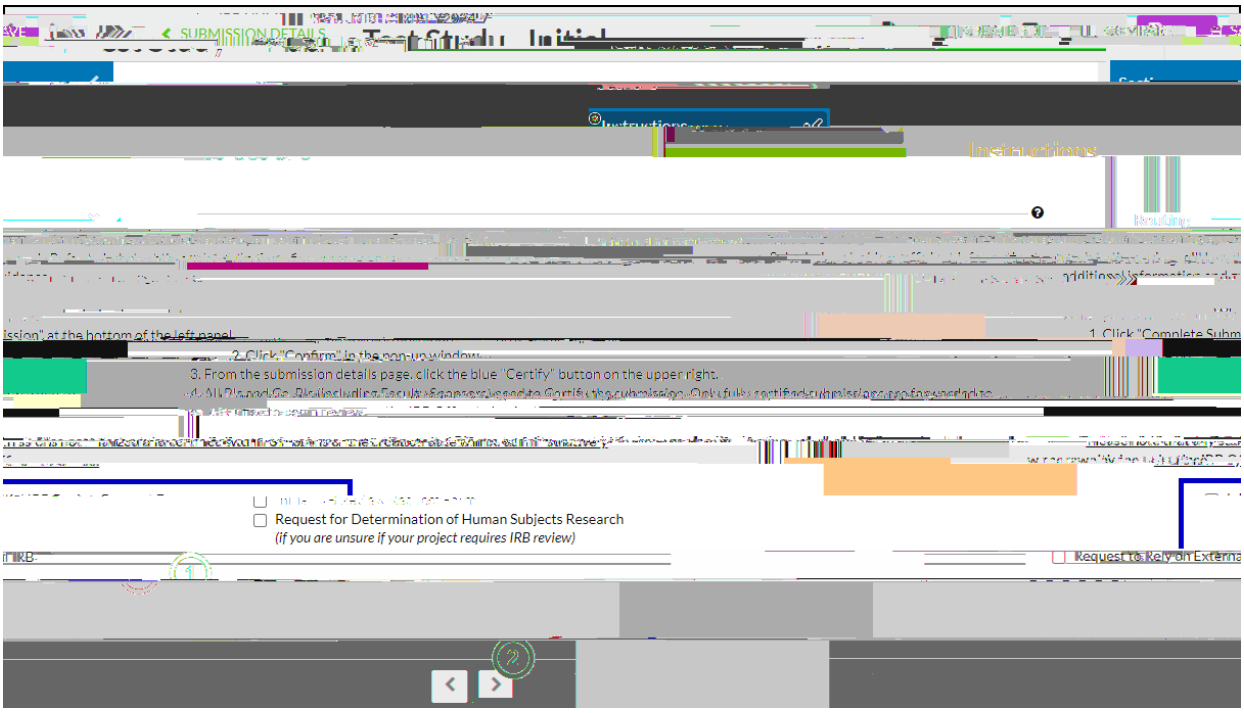


7. You will be directed to the *Instructions* section.

This section will provide instructions and ask you to select the type of review that is needed.

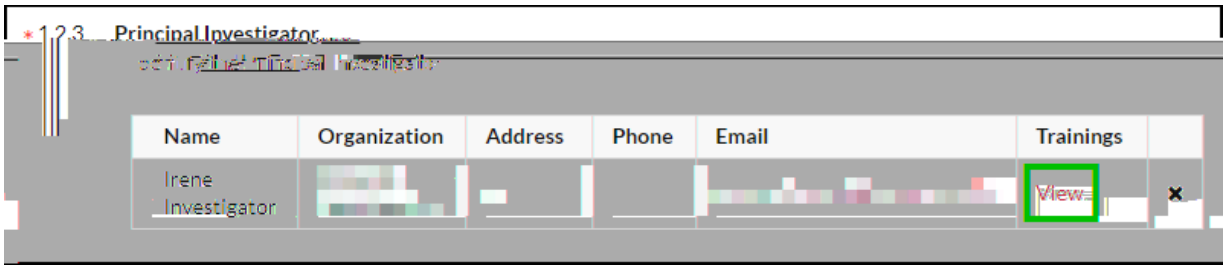
1. Read through the information on the screen and select the next to the applicable review type.
2. Click the to move to the next section.

   Click the button at any time to save your progress and return to the application later.



As you move through the application process, the menu bar to the left will populate with sections. You can move to another section anytime by clicking it, or navigate through the application using the arrows.

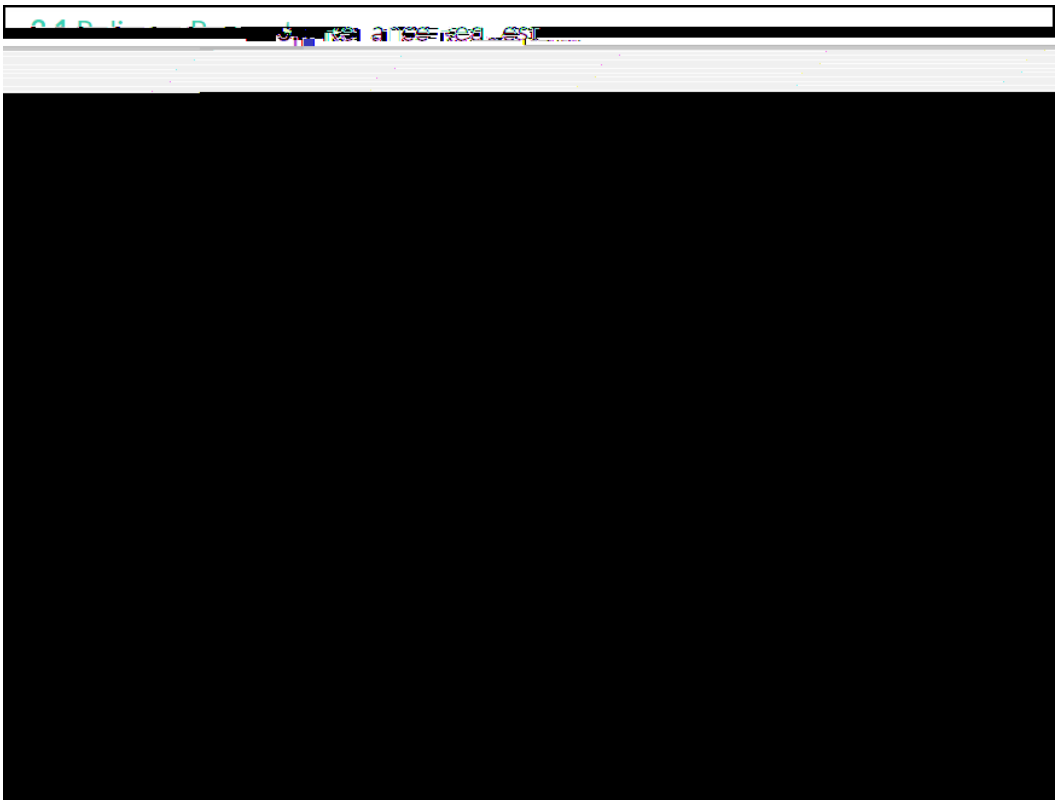
2. A new window will open. Enter the



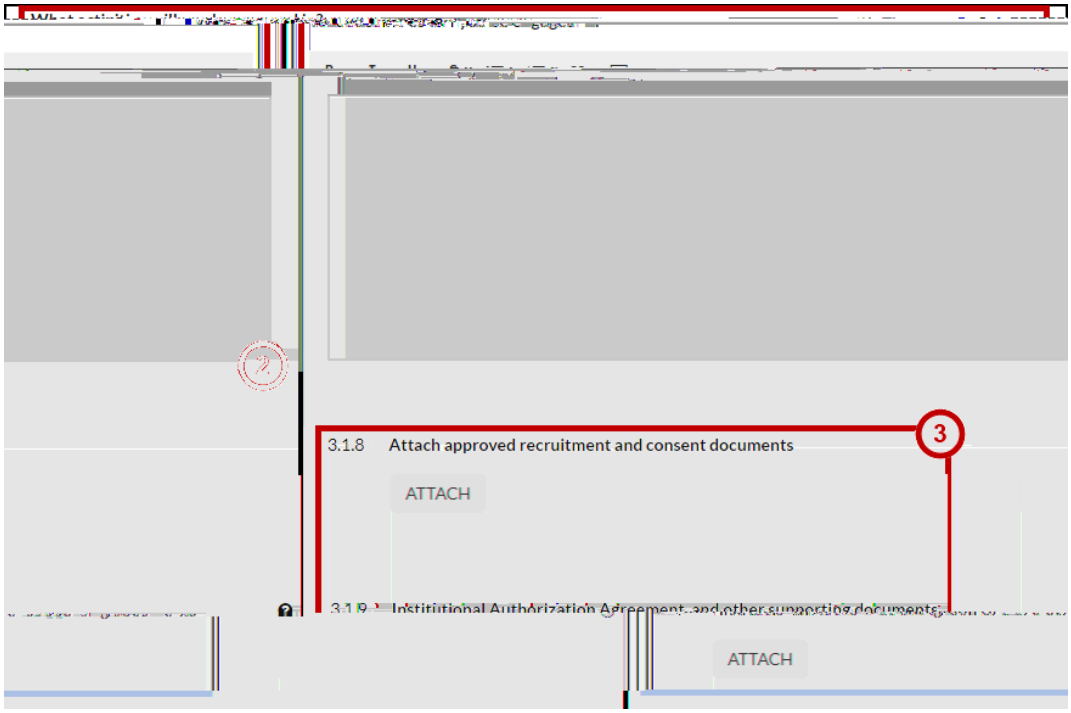
9. A new window will open, displaying the training history. If the window is blank, the user will need to complete CITI training or ensure their CITI account is synced with Cayuse before the study can be approved. For information on CITI training, direct the user to https://research.kennesaw.edu/irb/citi-training.php.
10. Select one of the available options to indicate the PI's primary status at KSU.
    a. Move on to the next question.
    b. : Answer the two additional questions before proceeding.

11. Repeat steps 1 through 6 to populate the fields for the *Co-Principal Investigator(s), Primary Contact,* and/or *Other KSU Personnel*, if applicable.

Only questions with an asterisk (*) are required. If a question does not apply to your study, you may leave it blank. The *Principal Investigator* and *Primary Contact* must be listed to continue the submission process. Students must include a faculty sponsor who will be listed as a Co-PI. If you cannot find a user, it is likely they do not have an active Cayuse profile. You should direct the person to Cayuse - Human Subjects - Institutional Review Board to request an account.



2. Provide a detailed response to the stated question regarding the activities being engaged in.
3. Attach any applicable documentation regarding the consent and protocols for the external IRB.



4. Click the to proceed to the next section.

This section prompts you to say whether or not this is for a class project.

1. Select the radio button next to the option that best fits your study.
    a. : Click the to move on to the next section.
    b. An additional section entitled *Determination of Human Subjects Research* will appear after the current section. Click the to complete the next section.

3. If you determine that your study includes human subjects research *or* if you are still unsure, provide detailed answers to each additional question in this section.

4. Click the to continue to the next section. cPec84y /MCID

This section allows you to provide additional details about how the study is designed.

1. Enter detailed answers into each text box on the page.
2. Select the checkbox next to each option that applies to the study.

   If *urine*, *saliva*, or *blood* is selected, you will be prompted to answer additional questions about specimen use.

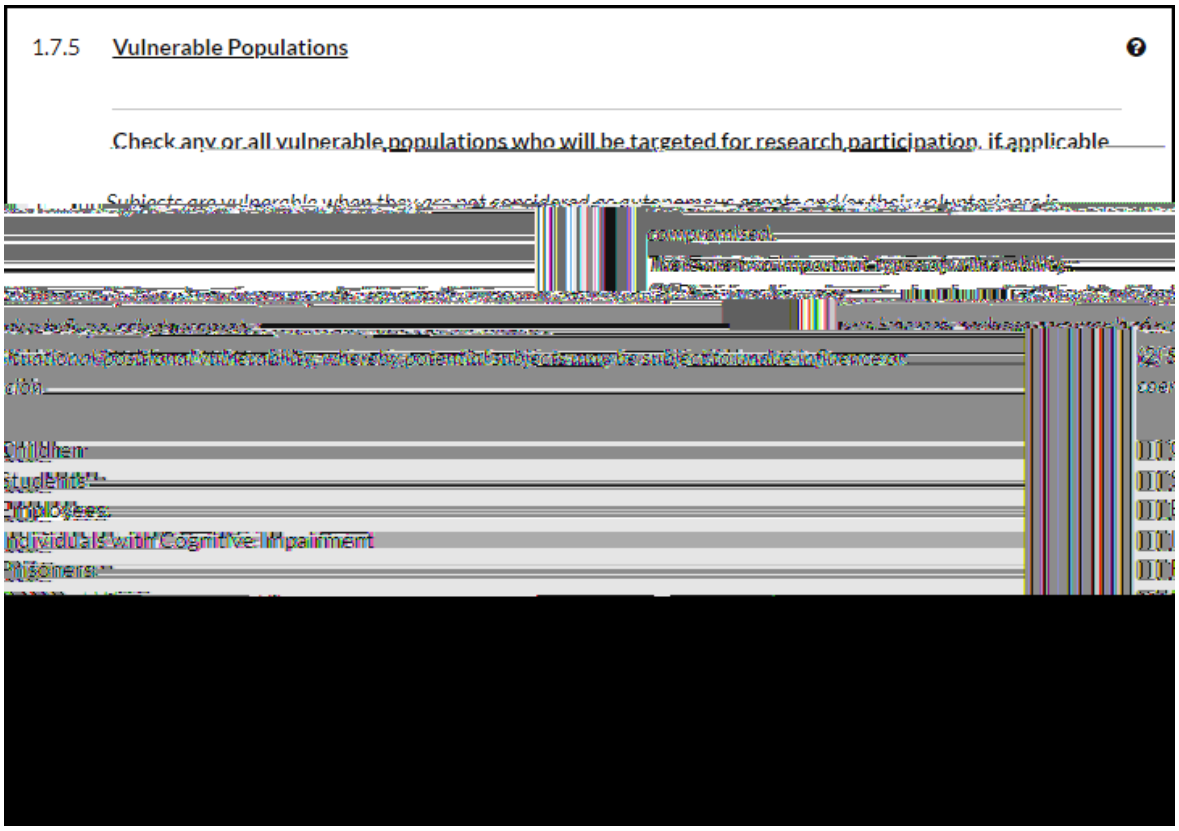
Urine, saliva, blood, or other biological specimens require IBC review and approval.
https://research.kennesaw.edu/ibc/index.php

3. Click within the field to browse for a and for your study.

The Start Date must be after the submission date of t1mP /MCI13 U9 (he)3 (s)(6.19 1 (t2uI134i --**0** T

In this section, you will be prompted to provide details about the participants in the study.

1. Enter detailed answers into each text box on the page.
2. Select one or more of the available options to indicate any vulnerable populations that will participate in the study.
    a. If none of the answers apply, move on to the next section.
    b. If is selected, you will be prompted to provide additional information about the participants. Enter a in the text field.



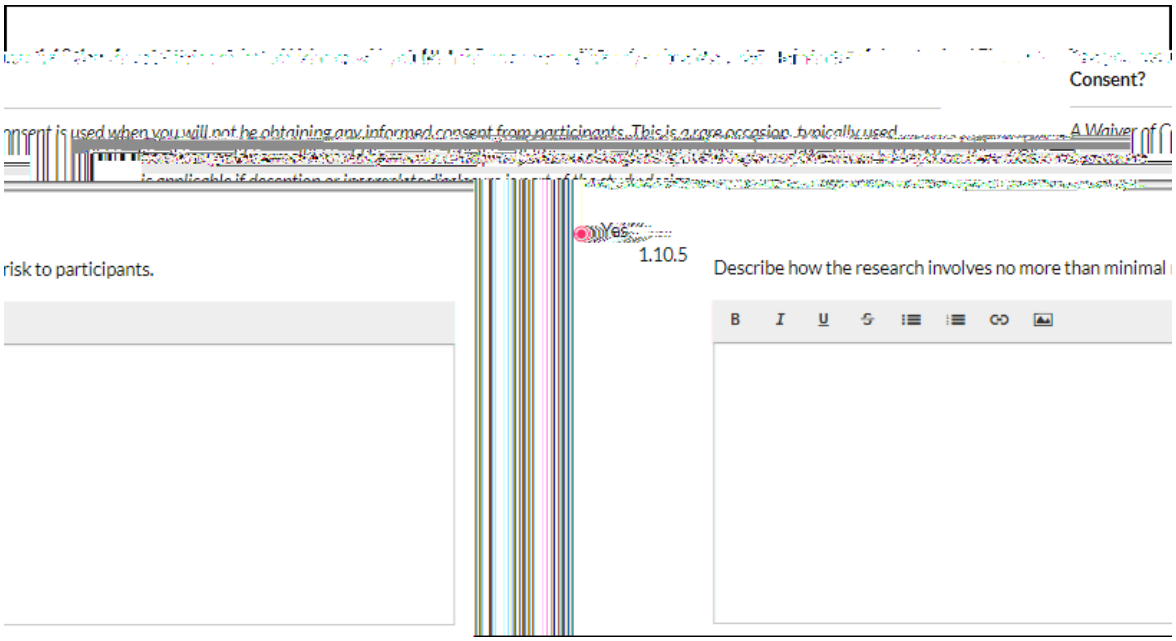
3. When you have answered all applicable questions, click the to move on.

In this section, you will be asked to describe the relevant processes for recruiting subjects.

1. Enter details into each applicable text box. If your study does not require compensation or screening, leave those boxes blank.
2. If you have any additional materials related to subject recruitment, click the button to attach them to the appropriate question.

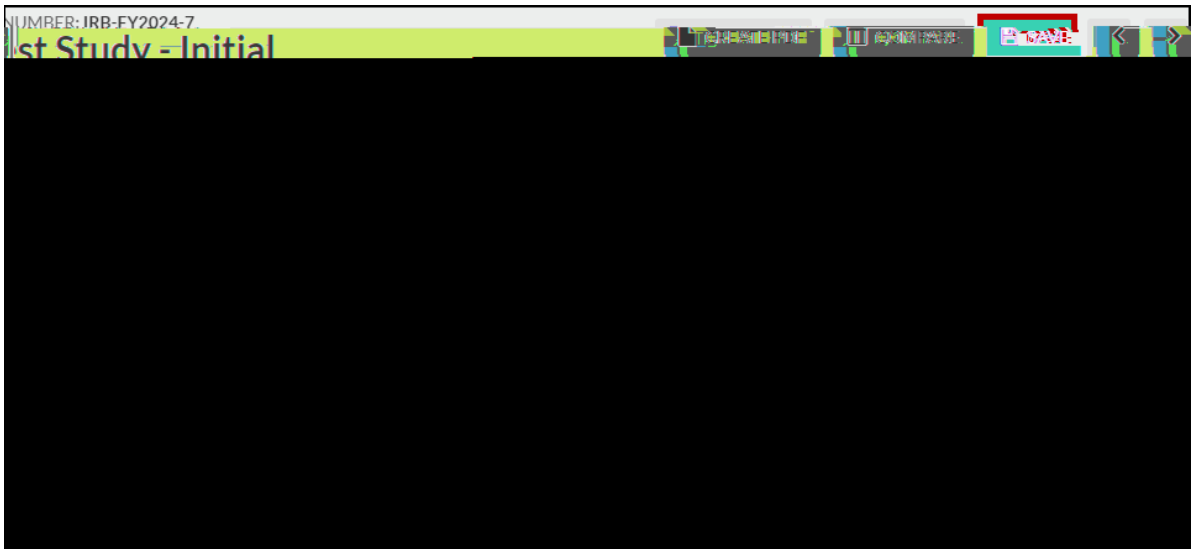
Please see the *Attach a File* section of this document for more information.

3. After completing all applicable questions, click the to proceed to the next section.



In this section, you will be asked about the procedures for protecting the participants in the study.

1. Enter to each question in this section.
2. Click the to proceed to the next section.
   Be sure to click the button after answering each question to avoid losing your progress.



3.

This section will outline the steps to attach a file or link to your submission.

1. Click the button.

Clic 2. 4Td( )Tj/TT0 1 Tf-0.003 Tc 0.007 Tw 0.74 0 Td[(Cl)-4 512 Tm[90 (he)3 (dr)4 (F(i)8 (o)6[(
3.

2. A new window will open. Click the .
3. In the drop