

Link: [Cayuse IRB Log-In](#)

Cayuse IRB

Submitting a New Protocol

Office of Research Compliance

Office: 657-278-7719

Email: irb@fullerton.edu

Titan Hall –ASC–232

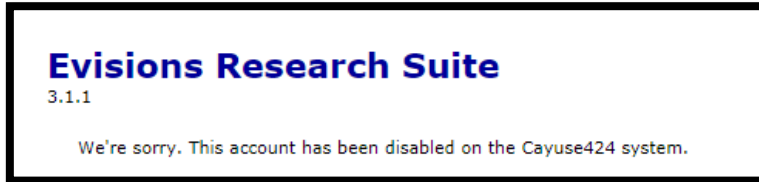
Updated 10/2022



ATTENTION

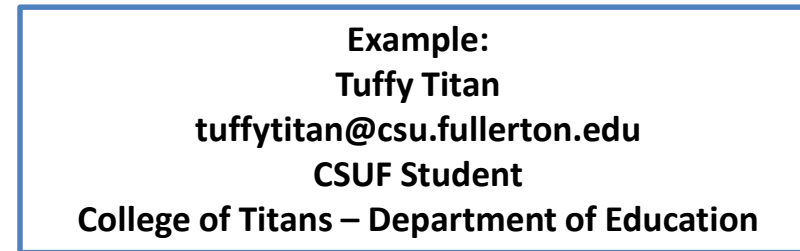
Don't Miss This Important Message!

- If you have received the following message at log-in:



- You will need to request **authentication** (account verification) for Cayuse by emailing the following information to irb@fullerton.edu.

- First and Last Name
- CSUF email address
- CSUF Affiliation (faculty, staff, student, unaffiliated, etc.)
- CSUF College and Department.



- All studies involving students (student PI's or student research staff) must submit a list of student names and the above information to request authentication prior to beginning a submission.
- Once the office creates authentication, the system needs to update overnight before that user can access his/her account in Cayuse IRB.

Before You Begin an IRB Protocol...

*You do not have to finish the IRB protocol in one sitting. All information can be saved.

Make sure you have the following items available for uploading:

- Supplemental documents in individual document files (i.e. informed consent form(s), authorization(s), recruitment documents, questionnaires, etc.). Files can be in various formats (PDFs, Docx); however, doc. (Microsoft Word) files are preferred.
- Faculty advisor and co-PI(s) CITI training copy of **detailed Completion Report**.
 - ❖ More information on CITI Training can be accessed at https://www.fullerton.edu/doresearch/compliance/irb_citi_training.php
- **Ensure that you and your co-PI(s) have been “authenticated” with the IRB office**
 - ❖ If you are unsure, contact the IRB office at irb@fullerton.edu

After you have been “**authenticated**” by the IRB office you may log in to Cayuse at:

<https://fullerton.cayuse424.com/rs/irb>



You will be redirected to the CSUF Sign-in page. **Use your CSUF portal login.**

2. Click on “**Products**”
which can be found in the
top right corner next to
your name.

1. After signing in, you
will be taken to this
landing page.

My Tasks

+ New Task

Assigned to Me Created by Me

Open All

Task ▾	Task Type	From	Assigned To	Created ▾	Last Activity	Due ▾	Status
No Saved Tasks							



- Home
- Proposals (S2S)
- Human Ethics

My Tasks

+ New Task

Open **All**

Assigned to Me

Task ↕	Task Type	From	Assigned To	Create ↕	Last Activity	Due ▾	Status
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No Saved Tasks

A drop down menu will appear. Click on **“Human Ethics”**



+ New Study

 **0**
In-Draft

 **0**
Awaiting Authorization

 **0**
Pre-Review

 **0**
Under Review

My Studies

You Have No Studies


All Tasks Complete

After clicking "Human Ethics," you will be taken to your "Dashboard" where you can see all your affiliated studies.


Submissions by Type

Renewal
Initial
Modification
Incident
Withdrawal
Closure
Legacy


Approved Studies

 No Approved Studies

Studies Expiring in 30 days





 No Expiring Studies

Expired Studies


 No Expired Studies

1 ?

+ New Study

 0 In-Draft	 0 Awaiting Authorization	 0 Pre-Review	 0 Under Review
---	--	--	--

My Studies



You Have No Studies

My Tasks


Submissions by Type

Renewal
Initial
Modification
Incident
Withdrawal
Closure
Legacy


Approved Studies


No Approved Studies

Studies Expiring In 30 days


No Expiring Studies

Expired Studies


No Expired Studies

You can keep track of your studies and where they are in the review process by looking at these sections in your Dashboard.




1. Click on “+ New Study” to begin a new protocol application.

+ New Study


 0
In-Draft

 0
Awaiting Authorization


 0
Pre-Review

 0
Under Review

My Studies


You Have No Studies

My Tasks



All Tasks Complete

Submissions by Type


- Renewal
- Initial
- Modification
- Incident
- Withdrawal
- Closure
- Legacy

2. You will be redirected to another page


Approved Studies


No Approved Studies

Studies Expiring in 30 days ▾


No Expiring Studies

Expired Studies


No Expired Studies

1 ?

Enter study title here

PDF

1. Enter the protocol title here

Approval Date:

N/A

Admin Check-In Date:

N/A

Expiration Date:
N/A

Organization:
N/A

Closed Date:
N/A

Current Policy

Active Submissions:

Sponsors:

N/A

2. Click on the checkmark to move to the next step



Study Details | Submissions | **+ New Submission** | Initial

Unsubmitted
HSR-FY-18-2 New Study/Tutorial
PDF Delete

1. The next step will be to start the IRB Protocol. Click **“+ New Submission”**

2. Click on **“Initial”**

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

Key Contacts | Attachments



Team Member	Role	Number	Email
No Key Study Contacts.			



Unsubmitted

Initial

HSR-22-23-68 - Test S

 Edit  PDF

PI: _____

Review Type: N/A Review Board: N/A Meeting Date: N/A

[Approvals](#) [Task History](#) [Attachments](#)

Research Team

Name	Role	Result	Date
No entries			

Routing Status

This progression bar will show you where your submission is within the routing process. Grayed out steps represent what still needs to take place before the submission is resolved.

[Next](#)

Policy:
Post-2018 Rule

Required Tasks:
[Assign PI](#)
[Assign PC](#)
[Complete Submission](#)





Unsubmitted

Initial

HSF

PI:

Revi

N/A

Approvals, History, and Attachments

As your submission moves through routing, relevant information and data will appear beneath these tabs to help you understand what has happened so far.

[Next](#)

Decision:

N/A

Policy:

Post-2018 Rule

Required Tasks:

[Assign PI](#)

[Assign PC](#)

[Complete Submission](#)

Approvals

Task History

Attachments

Research Team

Name	Role	Result	Date
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Unsubmitted

Initial

HSR-22-23-68

 Edit

Ready to begin?

Click on **Edit** to start filling out your submission.

Got it!

PI: _____ Policy: Post-2018 Rule
Review Type: N/A Review Board: N/A Meeting Date: N/A
Required Tasks:
[Assign PI](#)
[Assign PC](#)
[Complete Submission](#)

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
No entries.			



Sections <

Introduction

Funding Information

Project Description & Me...

Participant Information

Data Collection

Risk and Benefits

Informed Consent Process

Anonymity and Confident...

Subject Matter

Debriefing

Conflict of Interest

Introduction

The aim of the CSUF IRB is to protect the dignity, rights and welfare of human participants in research conducted by faculty, staff, and students. Research is subject to federal, state, and local regulations ([45 CFR 46](#)) and CSUF's University Policy Statement ([UPS 620.000](#)). The following information must be provided regarding your research project.

2. These are the sections of the protocol. You can move through any section by clicking on them and your work will be automatically saved.

1. Once you select answers on the first page, you will be redirected to the appropriate sections and questions.

Save

If you need to leave the form at any time, you can save the form and return to it later.

Next

WARNING: THERE IS NO AUTO-SAVE FEATURE ON THIS APPLICATION. YOU MUST REMEMBER TO SAVE YOUR WORK.

* RESEARCH START DATE

Enter the start date for the research

(Note: Please select a date at least 2-3 weeks prior from your anticipated start date.)

3. Once a section's required answers (*) have been completed, a teal checkmark will appear on the section. All sections must have a checkmark in order to complete the final submission.



* PRINCIPLE INVESTIGATOR

- If you are the PI, your name should have already auto-filled.
- If you are filling out this application for the PI, delete your name and find the PI's name below.

FIND PEOPLE

Human Participants Training: CSUF IRB requires ALL personnel involved in research to complete CITI training modules titled "Social & Behavioral Research Investigators" to provide training in the ethical use of human participants in research. This includes anyone who will be directly responsible for study participant recruitment or follow up. Re-training is required every five years. Additional information can be found on the IRB CITI Compliance Training page. For CITI training or to access the CITI website at <https://www.citiprogram.org/>. If you have any further questions, contact irb@fullerton.edu.

For the Principle Investigator (PI) you will enter your name by clicking on the "Find People" button.

- * Attach CITI Completion Report (which includes quiz scores and modules completed)

NOTE: CITI certificates will not be accepted. You must send the CITI graded report.

ATTACH



PRIMARY CONTACT

For PI's filling out your own application:

- Find your name here

For those filling out the application for the PI

- The Primary Contact is the individual that will be filling out the application.
- Select yourself as the primary contact if you will be managing the IRB submission process on the PI's behalf.
- (NOTE: if you do not list your name here, you will be locked out of the application. (PIs no longer have access to it.)

The Primary Contact information is automatically populated with your information.

- * Find Primary Contact

FIND PEOPLE

Name	Organization	Address	Phone	Email	
					x

Search for your name here, select your name, and click "Save"

Sections

Introduction

Funding Information

Data Collection

Risk and Benefits

Project Description & N

Participant Information

Informed Consent Proc

Anonymity and Confide

Subject Matter

Debriefing

Conflict of Interest

Search...

Name

Organization

Email

Phone

Use the search box above to find records.

Selected Records

* Select a single record.

No records selected. Select a record and click Save to apply.

CANCEL

SAVE

FIND PEOPLE

* Position at CSUF:

- Student
- Faculty

* Is there a co-investigator(s) involved in the project?

Do not include the faculty advisor in this section.

Sections	<
Introduction	✓
Funding Information	✓
Project Description...	✓
Participant Informa...	✓
Data Collection	✓
Risk and Benefits	✓
Informed Consent ...	✓
Anonymity and Co...	✓
Subject Matter	✓
Debriefing	✓
Conflict of Interest	✓
Routing	▼
Send to PI for certification?	
COMPLETE SUBMISSION	>


- A researcher participating in research on a technology, process or product owned by a business in which the researcher or family member holds a significant financial interest or a business interest.
- A researcher participating in research on a technology, process or product developed by that researcher or family member.
- A researcher or family member assuming an executive position in a business engaged in commercial or research activities related to the researcher's university responsibilities.
- A researcher or family member acting as a director of a business from which that member receives university supervised sponsored research support.
- A researcher receiving consulting income from a business that funds the researcher's own research.
- A researcher receiving consulting income from a business that could benefit from the results of research sponsored by a federal agency (e.g. NIH).

1. Once all the sections have been completed (indicated by the checkmarks), and you have reviewed your application, you can submit your application.

2. You can review your entire application by clicking through the sections or by creating a PDF version of the protocol.

3. Click on "Complete Submission" when you are ready, and you will be redirected to another page.



 **In-Draft**
Submission is with researchers




2 Awaiting Authorization
Submission is awaiting certification or approval

3 Under-Review
Submission is with reviewers

Awaiting Certification

Initial

HSR-22-23-68 - Test Study

 View  PDF  Delete

PI: Current Analyst:
N/A

Review Type: Review Board:
N/A

Required Tasks:
N/A

Routing:

Return

Certify



1. After you have completed the submission, you will be redirected to this page where you will need to click on **“Certify”**

2. You will need to **“Certify”** each time you submit revisions, amendments, and renewals

3. Once you have certified, a pop-up screen will appear asking you to read and confirm your certification. Your application will then be sent to the Faculty Advisor and/or co-PI(s) that you listed on your application.

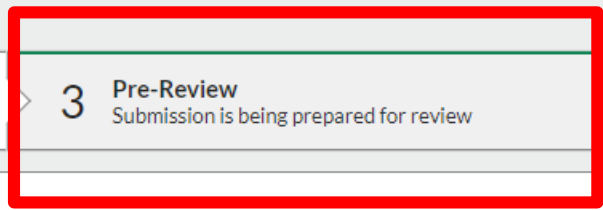
Result

Date



Studies / Study Details / Submission Details

1. Your application will then be sent to the Faculty Advisor and/or co-PI(s) that you listed on your application.



2. Your initial submission is complete, and the protocol will be pushed into the Pre-Review category IRB review.



Under Pre-Review

Initial
HSR-22-23-68 - Test Study

[View](#) [PDF](#) [Delete](#)

PI:	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: N/A
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		

Approvals Task History Attachments

Research Team

Name	Role	Result	Date



Feel free to contact us if you have any questions

*Office of Research
Compliance*

irb@fullerton.edu

(657) 278-7719