Cayuse IRB
Submitting a New Protocol

Office of Research Compliance
irb@fullerton.edu
(657) 278-7719
How to use this tutorial

• This tutorial is written from the point of view of a **Primary Investigator** (PI), if you are not a PI, please know that you will need to alter a few things.

• Use your keyboard’s left/right/up/down arrow (or your mouse/trackpad scroll or the spacebar) to move through the Power Point
If you have received the following message at log-in:

**Evisions Research Suite**

3.1.1

We're sorry. This account has been disabled on the Cayuse424 system.

- You will need to request **authentication** (account verification) for Cayuse by emailing the following information to irb@fullerton.edu or researchcompliance@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 certificate.
- **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.
After clicking “Cayuse IRB,” you will be taken to your “Dashboard” where you can see all of your affiliated studies.
You can keep track of your studies and where they are in the review process by looking at these sections in your Dashboard.
Make sure your role is "Researcher" to submit a new protocol.
1. Click on “+ New Study” to begin a new protocol application.

2. You will be redirected to another page.
1. Enter the protocol title Here
2. Click on the checkmark to move to the next step
The next step will be to start the IRB Protocol. Click “+ New Submission”
Click on: “Initial”
1. You can click "Edit" to go directly into the protocol. (This is the preferred method)

2. Or, you can check the tasks you need to complete here, and you can also click on the tasks to be redirected to that page.
1. Once you select answers on the first page, you will be redirected to the appropriate sections and questions.

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.

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

The Primary Contact information is automatically populated with your information.
Search for your name here, select your name, and click “Save”.

**Primary Contact**

- **Search**: Use the search box above to find records.

**Selected Records**

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

- **Position at CSUF**:
  - [ ] Student
  - [ ] Faculty

- **Is there a co-investigator(s) involved in the project?**
- **Do not include the faculty advisor in this section.**
1. Once all of 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.
After you have completed the submission, you will be redirected to this page where you will need to click on “Certify”.

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

Once you have certified, your application will be sent to the Faculty Advisor and/or co-PI(s) that you listed on your application.
Congratulations!

You have successfully submitted your application!