Cayuse IRB
Submitting an Amendment

Office of Research and Sponsored Projects
How to use this tutorial

• This tutorial is for researchers (PIs) who **already have an approved** IRB protocol and wish to submit an amendment/modification.

• If the protocol has **not** been reviewed and approved, then the researchers can submit a withdrawal type protocol. That process is similar to what is described here; the details are at the end of this tutorial.

• In Cayuse, the first protocol is known as the “initial” study

• **Before** approval, PIs can withdraw their protocol from further review. Once **approved**, then the protocol can be amended/modified, renewed, or closed.

• Use your keyboard’s left/right/up/down arrow (or your mouse/trackpad scroll or the spacebar) to move through the PowerPoint. **Instructions are animated.**
Log-in to Cayuse IRB:

https://Fullerton.cayuse424.com/rs/irb
Select your study
You’ll be taken to this page. Click on the blue button for “New Submission.”
Renewal = extending the study for up to a year, before the approved protocol expires.
Modification = submitting a change or amendment to the protocol
Incident = reporting an adverse event
Closure = you are finished collecting data for the study
You’re taken to this page. Click on “Edit” to provide details about the submission to the IRB.
Fill out the form. When you are finished, click on “Complete Submission.”
You will then be redirected to this page. You will need to “Certify” in order to finalize the submission. Certification says you knowingly mean to take this action (to renew, amend/modify, or close).
After you have certified, the submission details page should look like this. Notice that the study protocol is “Under Pre-Review” which means it’s with the IRB office. You and any co-PIs should receive an email confirmation of the action and submission type you did.
• If you have any issues or questions, please contact the IRB Office: irb@Fullerton.edu or (657) 278-7719.

• As this is a new IRB system, if you find any issues (typos, unclear questions, etc.) please let us know!