Cayuse IRB
Submitting a New Protocol

Office of Research Compliance
Office: 657-278-7719
Email: irb@fullerton.edu
Titan Hall –ASC–232
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.
1. After signing in, you will be taken to this landing page.

2. Click on “Products” which can be found in the top right corner next to your name.
A drop down menu will appear. Click on “Human Ethics”
After clicking “Human Ethics,” you will be taken to your “Dashboard” where you can see all 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.
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
1. The next step will be to start the IRB Protocol. Click “+ New Submission”

2. Click on “Initial”
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.

Decision: N/A
Policy: Post 2018 Rule

Required Tasks:
- Assign PI
- Assign PC
- Complete Submission

Research Team

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<tr>
<th>Name</th>
<th>Role</th>
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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”
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.
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.
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.
Feel free to contact us if you have any questions

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irb@fullerton.edu

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