Incident Notification

Cayuse IRB

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Link: Cayuse IRB Log-In
How to use this tutorial

• This tutorial is for researchers (PIs) who already have an approved IRB protocol and need to submit an Incident Report.
Click to access the study you want to report an incident for.
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 a final progress report to close out the study.
1. Fill out the form

2. When you have completed the “Unanticipated Problem/Adverse Event Reporting” form, click on “Complete Submission”
Click on “CONFIRM”
You will then be redirected to the Submission Details 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 clicked “Certify” under the Submission Details page, review the PI Certification Statement. After you read the statement click “Confirm”.
After you have certified and confirmed your submission, you will notice your study is “Under Pre-Review” which means it’s with the IRB office to officially begin the review process.

You and any co-PIs should receive an email confirmation of the action and submission type you’ve just submitted.
If you have any issues or questions, please contact

IRB Office: irb@fullerton.edu
or (657) 278-7719