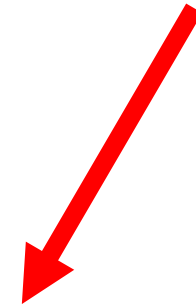




CALIFORNIA STATE UNIVERSITY  
**FULLERTON**<sup>™</sup>

## How to Edit Applications to Address Comments from Primary Reviewer(s)

**Office:** 657-278-7719  
**Email:** [irb@fullerton.edu](mailto:irb@fullerton.edu)  
**Titan Hall ASC-232**



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

## NOTE:

- When your protocol is reviewed by a Primary Reviewer, there may be some areas that need more clarification and/or additional information is required.
- If your submission gets returned to you with comments, please see the following steps:



Reopened

Initial  
HSR-22-23-68 - Test Study

 Edit  PDF  Delete

PI: IRB User  
Current Analyst: CSUF Compliance  
Review Type: Exempt  
Review Board: Exempt Board

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
..	..	..	..


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

1. Log into your [Cayuse IRB](#) account and go to your submission.  
2. Your protocol will be listed as "Reopened." Click on "Edit" to view your application and



Sections	<
Introduction	1
Funding Information	✓
Project Description...	✓
Participant Informa...	✓
Data Collection	1
Risk and Benefits	✓
Informed Consent Process	2
Anonymity and Co...	✓
Subject Matter	✓
Debriefing	✓
Conflict of Interest	✓
Routing	▼
Send to PI for certification?	
COMPLETE SUBMISSION	>

## Introduction

**3. Once you open your application, you will see a comment icon  in the sidebar next to each section that contains comments.**

**4. Click on the section you want to address first.**

**Please note:** the number in the icon will let you know how many comments need to be addressed in each section.

The aim of the CSUF IRB is to protect the dignity, rights and well-being of human participants in research conducted by faculty, staff, students and others as required in accordance with the federal regulations. The following information must be provided regardless of funding status.

Research in which data are collected through the involvement of human participation must not be conducted in the absence of [CSUF IRB](#) approval.

IRB REVIEW DETERMINATION

Is the study a systematic investigation, including research development, interviewing, testing and evaluation, and/or designed to develop or contribute to generalized knowledge?


Yes  
 No

Is data being obtained about living individuals, directly or indirectly?

YOUR STUDY REQUIRES COMPLETION OF THIS APPLICATION.

**WARNING:** THERE IS NO AUTO-SAVE FEATURE ON THIS APPLICATION. YOU MUST REMEMBER TO SAVE YOUR APPLICATION AFTER EACH PAGE.





5. A similar icon will appear underneath the questions that have comments on them. Click the  Expand Comments button to view and respond to comments.


\* Attach a PDF of the CITI Completion Report (which includes quiz scores and modules completed). NO LINKS

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

ATTACH

 TEST -- BLANK DOCUMENT.pdf | 


Sample documents: [Tuffy Titan \(social behavioral\).jpg](#)

 Collapse Comments

Csuf Compliance Today at 11:47 AM

Per the instructions, make sure the CITI Training module is titled "Social & Behavioral Research Investigators", and that each individual module has a score of 80% or better.

[Reply](#)

Not Addressed 

\* Attach a PDF of the CITI Completion Report (which includes quiz scores and modules completed). NO LINKS

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

ATTACH

TEST -- BLANK DOCUMENT.pdf | ✕

Sample documents: [Tuffy Titan \(social behavioral\).jpg](#)

1 Collapse Comments

Csuf Compliance Today at 11:47 AM

Per the instructions, make sure the CITI Training module is titled "Social & Behavioral Research Investigators", and that each individual module has a score of 80% or better.

Reply

Not Addressed ^  
Address  
Unaddress

6. Once you address a comment, change the dropdown from

Not Addressed ▼ to Addressed ▼

\* Attach a PDF of the CITI Completion Report (which includes quiz scores and modules completed). NO LINKS

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

ATTACH

TEST -- BLANK DOCUMENT.pdf | ✕

Sample documents: [Tuffy Titan \(social behavioral\).jpg](#)

● Collapse Comments

Csuf Compliance Today at 11:47 AM

Per the instructions, make sure the CITI Training module is titled "Social & Behavioral Research Investigators", and that each individual module has a score of 80% or better.

Reply

Addressed ▼ Today at 1:13 PM by you



- 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 >

### Conflict of Interest

7. As you address each comment, you will receive a checkmark in the sidebar. Once you have addressed all comments you can resubmit your application by clicking on **COMPLETE SUBMISSION**

**Note:** You will not be able to resubmit your application until **ALL** comments have been marked as “addressed” and you have received checkmarks ✓ on all sections.

\* CONFLICT OF INTEREST

Federal government regulations require that all individuals responsible for the design, conduct or reporting of the research projects that could affect the welfare of human participants. Reporting of financial interests is required from all individuals responsible for the design, conduct or reporting of the research. If this study involves or presents a potential conflict of interest, additional information will need to be provided.

Examples of conflicts of interest may include, but are not limited to:

- 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 serving on the board of directors 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 research support from a business that funds the researcher's own research results of research sponsored by a federal agency (e.g., NIH).

• Does the PI, Co-PI or any other person responsible for the design, conduct, or reporting of this research have an economic interest in or act as an officer or director of any outside entity of the study?



# REMINDER!

The screenshot shows the Cayuse Human Ethics system interface. At the top, there is a navigation bar with 'Dashboard', 'Studies', 'Submissions', and 'Tasks'. The user is logged in as 'IRB User'. A notification bell icon shows 5 alerts. The main content area displays a submission in 'In-Draft' status, with a note that the submission is with researchers and a count of 2. A large blue callout box with white text reads: 'DO NOT forget to CERTIFY your submission once you complete it. The PI and ALL Co-PIs must certify after every submission.' Below this, the submission details for 'Initial' (HSR-22-23-68 - Test Study) are shown, including buttons for 'View', 'PDF', and 'Delete'. A 'Routing:' section contains 'Return' and 'Certify' buttons, with a red box around the 'Certify' button and a red arrow pointing to it from the callout box. Below the routing section, a table of submission details is displayed:

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

Below the table, there are tabs for 'Approvals', 'Task History', and 'Attachments'. At the bottom, there is a 'Research Team' section with a table header:

Name	Role	Result	Date
------	------	--------	------

A large orange callout box with white text reads: 'STUDENTS: your Faculty Advisor must certify as well.'



If you have any issues or questions, please contact

IRB Office: [irb@fullerton.edu](mailto:irb@fullerton.edu)  
or **(657) 278-7719**