# Welcome to Cayuse IRB

## Guide for Submitting a New IRB Protocol

### How to use this tutorial:

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

# Before You Begin an IRB Protocol…

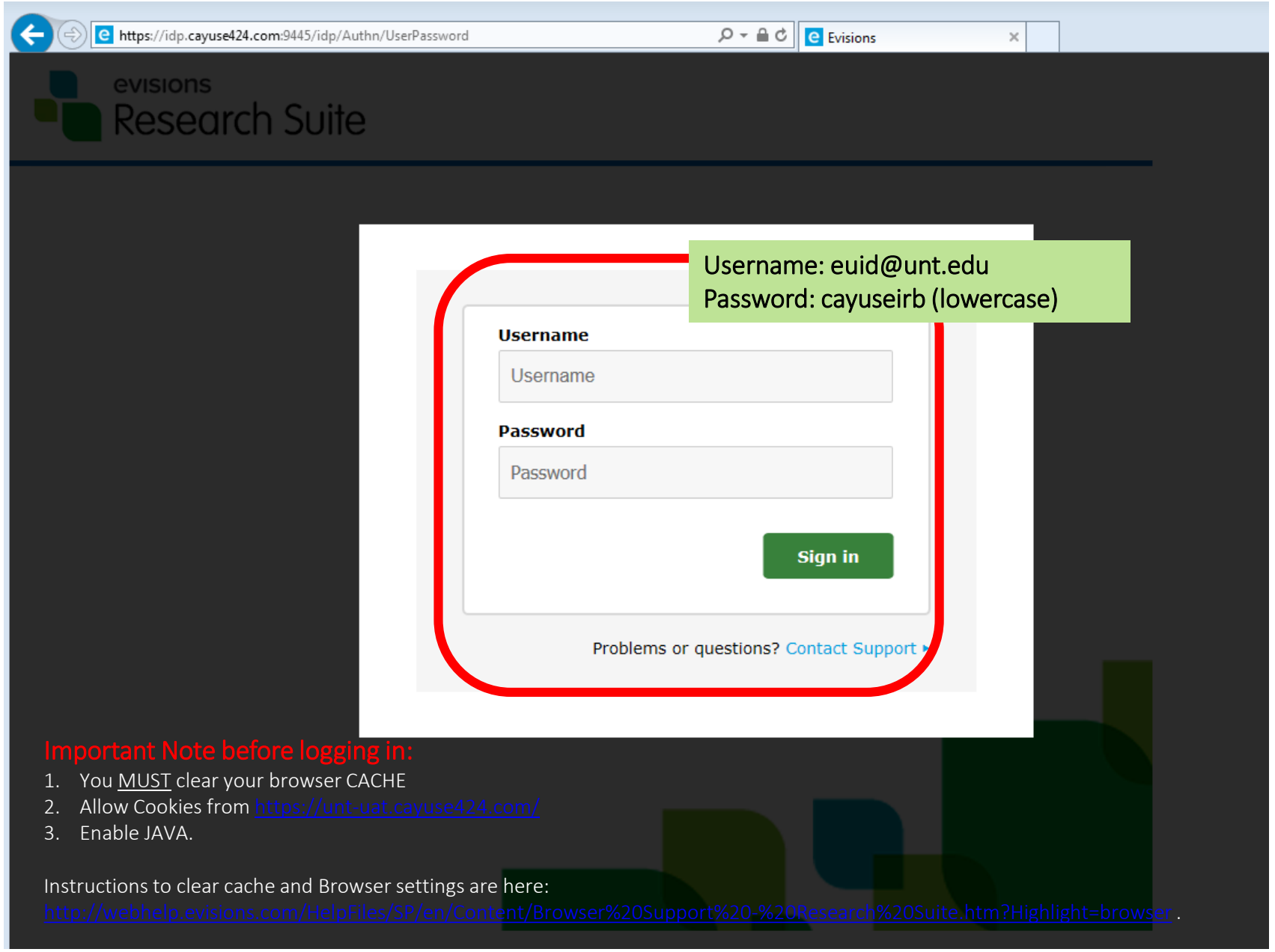
Make sure you have the following items ready*:

- 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 (if you are a student) and co-PI(s) CITI training copy of certificate(s).
- **Ensure that you and your co-PI(s) have been "authenticated" (i.e. you can access the system) with the IRB office. If you are unsure, contact the IRB office at untirb@unt.edu or 940-565-4643.**

*Important Note: You do not have to finish the IRB protocol in one sitting. All information is saved.

After you have been “authenticated” by the IRB office, you may log into to Cayuse:

Copy and paste this link to get to the sign-on page of the Testing Environment: https://unt-uat.cayuse424.com/




Important Note before logging in:

1. You MUST clear your browser CACHE
2. Allow Cookies from https://unt-uat.cayuse424.com/
3. Enable JAVA.

Instructions to clear cache and Browser settings are here:
http://webhelp.evisions.com/HelpFiles/SP/en/Content/Browser%20Support%20-%20Research%20Suite.htm?Highlight=browser .

# Short instructions for BROWSER SETTINGS needed for UAT / Cayuse

**Settings are available online**

At the top left of your Firefox window, click the Firefox button and select Options.

*Alternatively, if you do not see a Firefox button, click the "hamburger icon" and click Options.*

**Pop-up Blocker**

Click Content on left menu.

Make sure that Block pop-up windows is unchecked.

Alternatively, if you wish to allow pop-ups only for Cayuse 424 while blocking pop-ups on other sites, click Exceptions and enter your institution's Cayuse 424 URL as it appears in the address bar. Then, click Allow.

**Enabling Cookies**

Click Privacy on left menu.

*If Remember History is selected, cookies are already being accepted and no further changes are required. If Never remember hi story is selected, select Remember history or Use custom settings for history.*

***If** you wish to use **custom settings**, you can either check the option to Accept cookies from sites to accept cookies for all websites, or uncheck it and use the Exceptions button to allow cookies only for Cayuse 424.*

If creating an exception, enter your institution's Cayuse 424 URL as it appears in your browser, then select Allow.

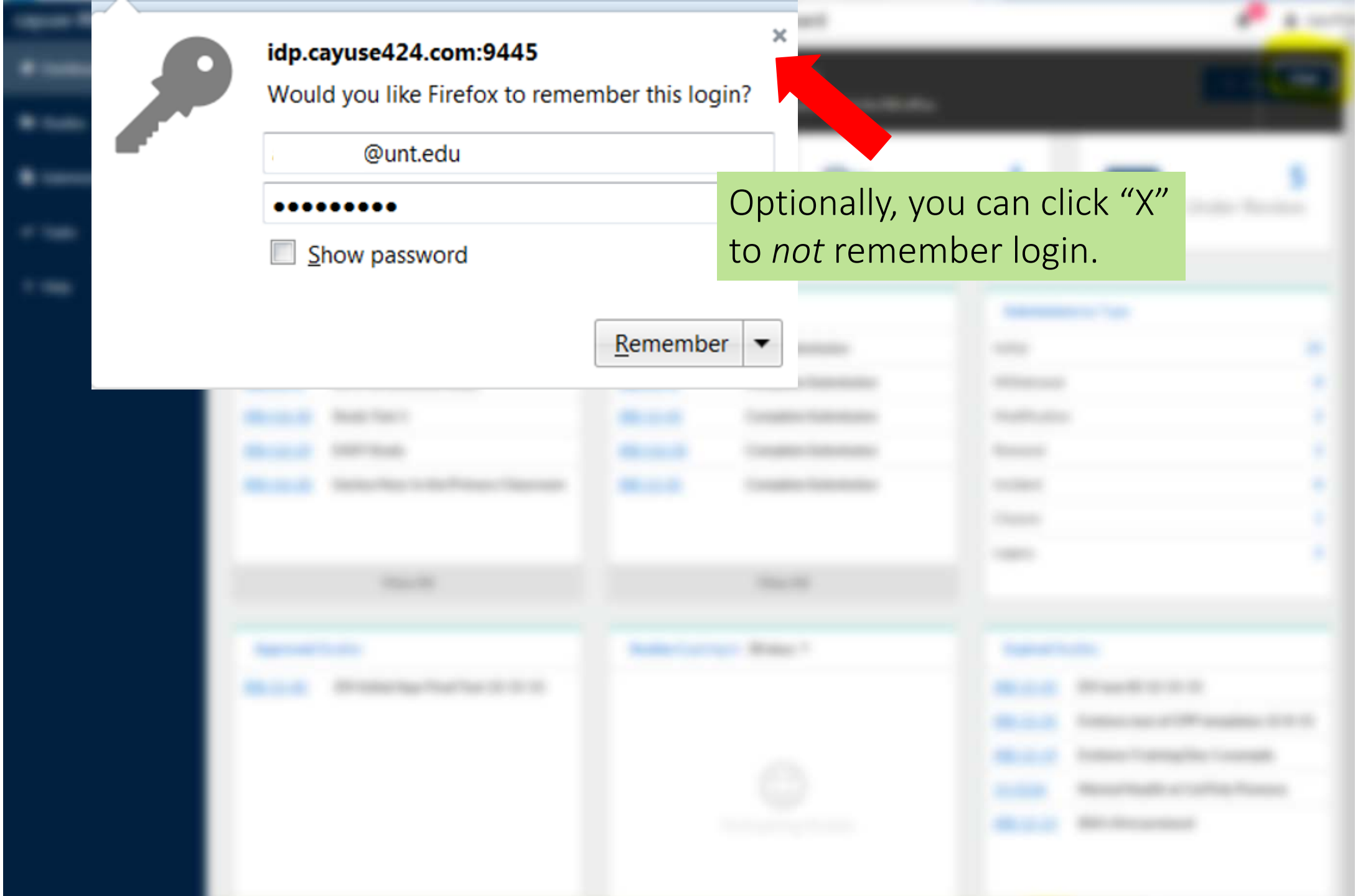
**TROUBLESHOOTING ANSWERS**

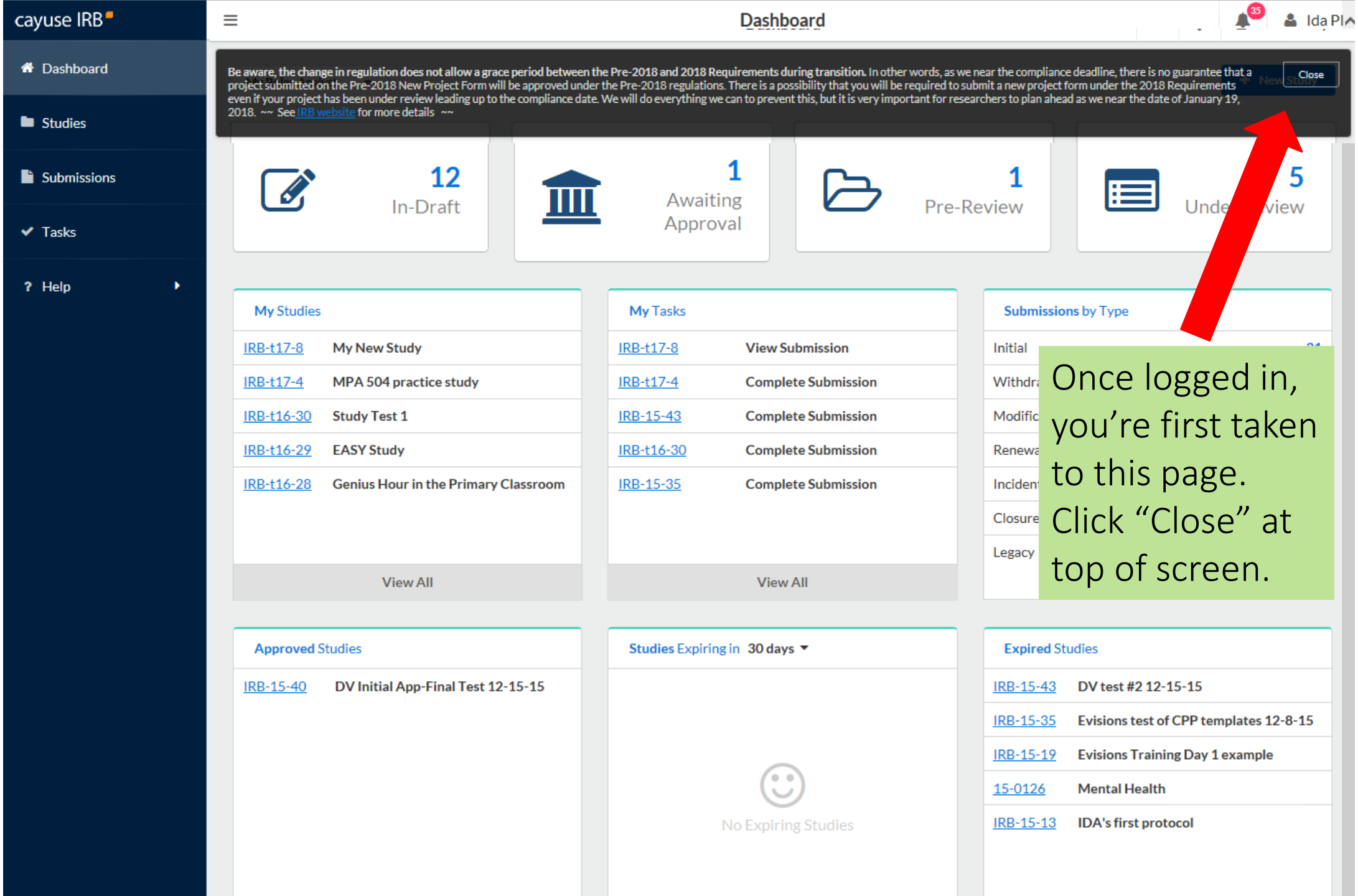
Please confirm on the pop-up/cookies because not allowing these can create resolving/connection issues. Please see page one of the attached (also screen shot below).

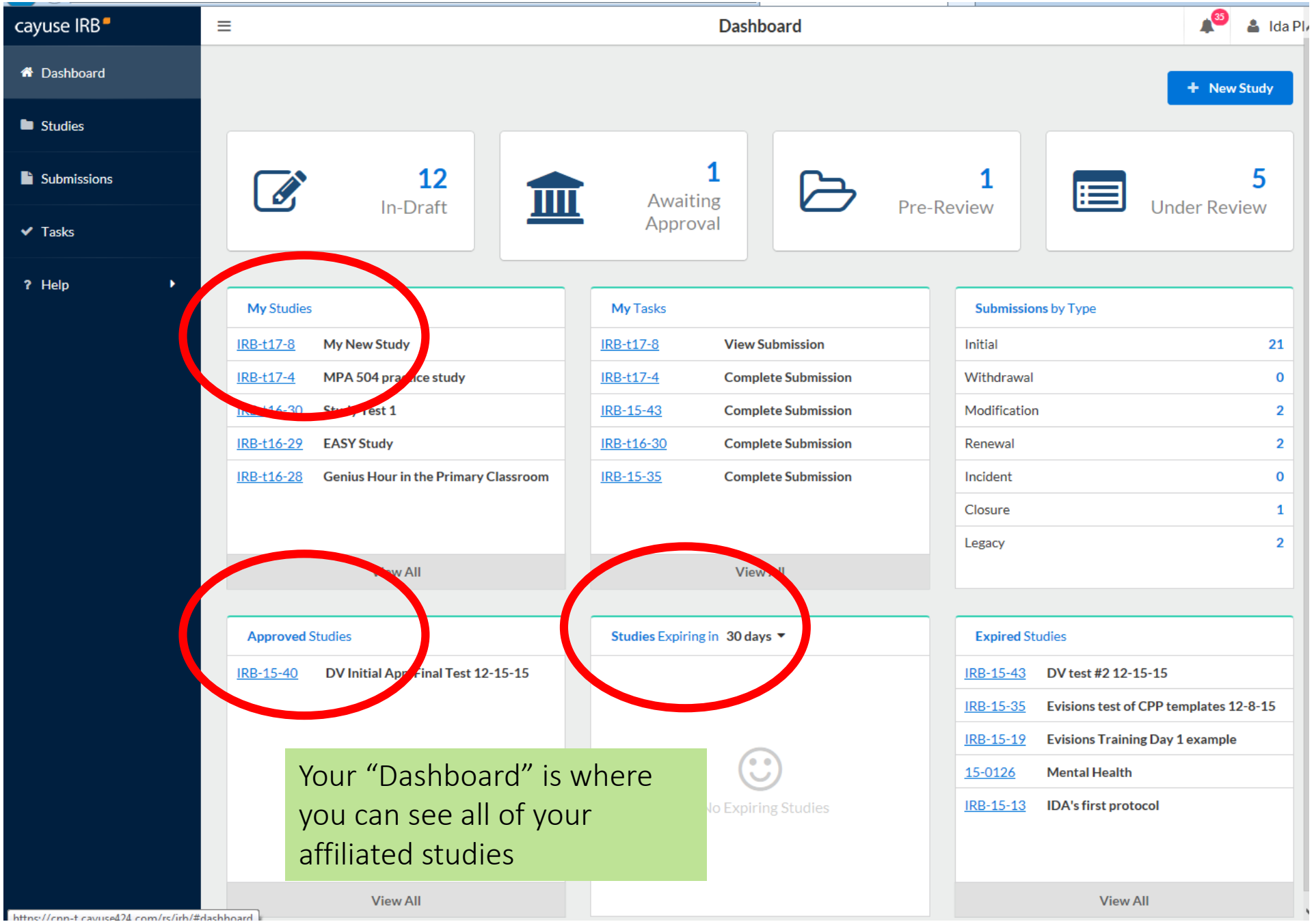
If you follow the instructions above/below for Windows/Firefox. I currently do not have a MAC available, but the steps should be similar. If you have any questions or concerns, please let me know and I am happy to help. Email screenshots and questions to CayuseTechSupport@unt.edu

Instructions:

Please use Firefox with settings to accept cookies, allow pop-ups from Cayuse, and enable Java Script http://support.cayuse.com/docs/browser-support-configuration/firefox-settings if they are not already enabled.


idp.cayuse424.com:9445
Would you like Firefox to remember this login?
@unt.edu
Show password
Remember
Optionally, you can click “X” to *not* remember login.


cayuse IRB
Dashboard
Studies
Submissions
Tasks
Help
Dashboard
35
Ida Pl
Be aware, the change in regulation does not allow a grace period between the Pre-2018 and 2018 Requirements during transition. In other words, as we near the compliance deadline, there is no guarantee that a project submitted on the Pre-2018 New Project Form will be approved under the Pre-2018 regulations. There is a possibility that you will be required to submit a new project form under the 2018 Requirements even if your project has been under review leading up to the compliance date. We will do everything we can to prevent this, but it is very important for researchers to plan ahead as we near the date of January 19, 2018. ~~ See IRB website for more details ~~
Close
12
In-Draft
1
Awaiting Approval
1
Pre-Review
5
Unde view
My Studies
IRB-t17-8 My New Study
IRB-t17-4 MPA 504 practice study
IRB-t16-30 Study Test 1
IRB-t16-29 EASY Study
IRB-t16-28 Genius Hour in the Primary Classroom
View All
My Tasks
IRB-t17-8 View Submission
IRB-t17-4 Complete Submission
IRB-15-43 Complete Submission
IRB-t16-30 Complete Submission
IRB-15-35 Complete Submission
View All
Submissions by Type
Initial
Withdra
Modific
Renewa
Incident
Closure
Legacy
Approved Studies
IRB-15-40 DV Initial App-Final Test 12-15-15
Studies Expiring in 30 days
No Expiring Studies
Expired Studies
IRB-15-43 DV test #2 12-15-15
IRB-15-35 Evisions test of CPP templates 12-8-15
IRB-15-19 Evisions Training Day 1 example
15-0126 Mental Health
IRB-15-13 IDA's first protocol
Once logged in, you're first taken to this page. Click "Close" at top of screen.


cayuse IRB
Dashboard
Studies
Submissions
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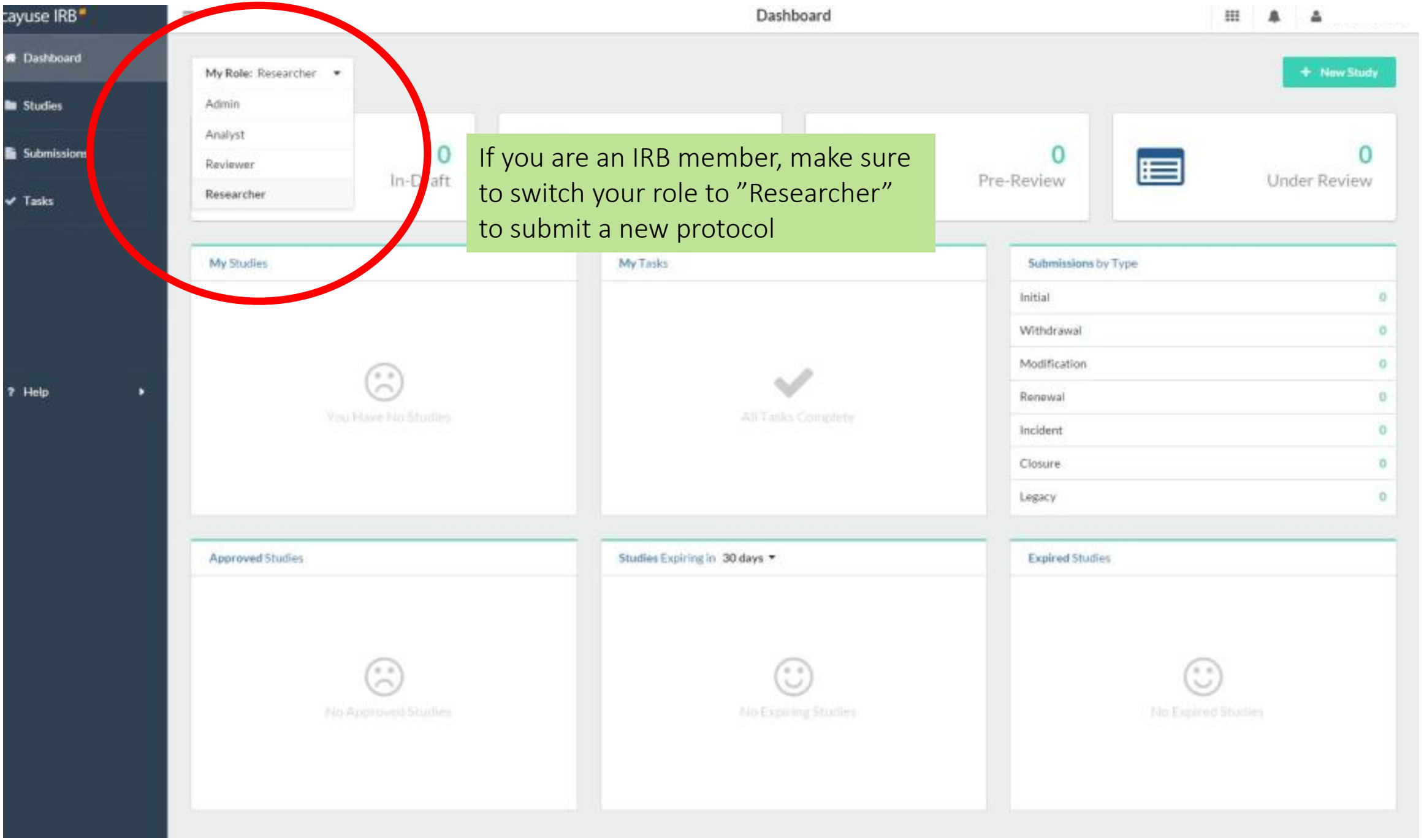
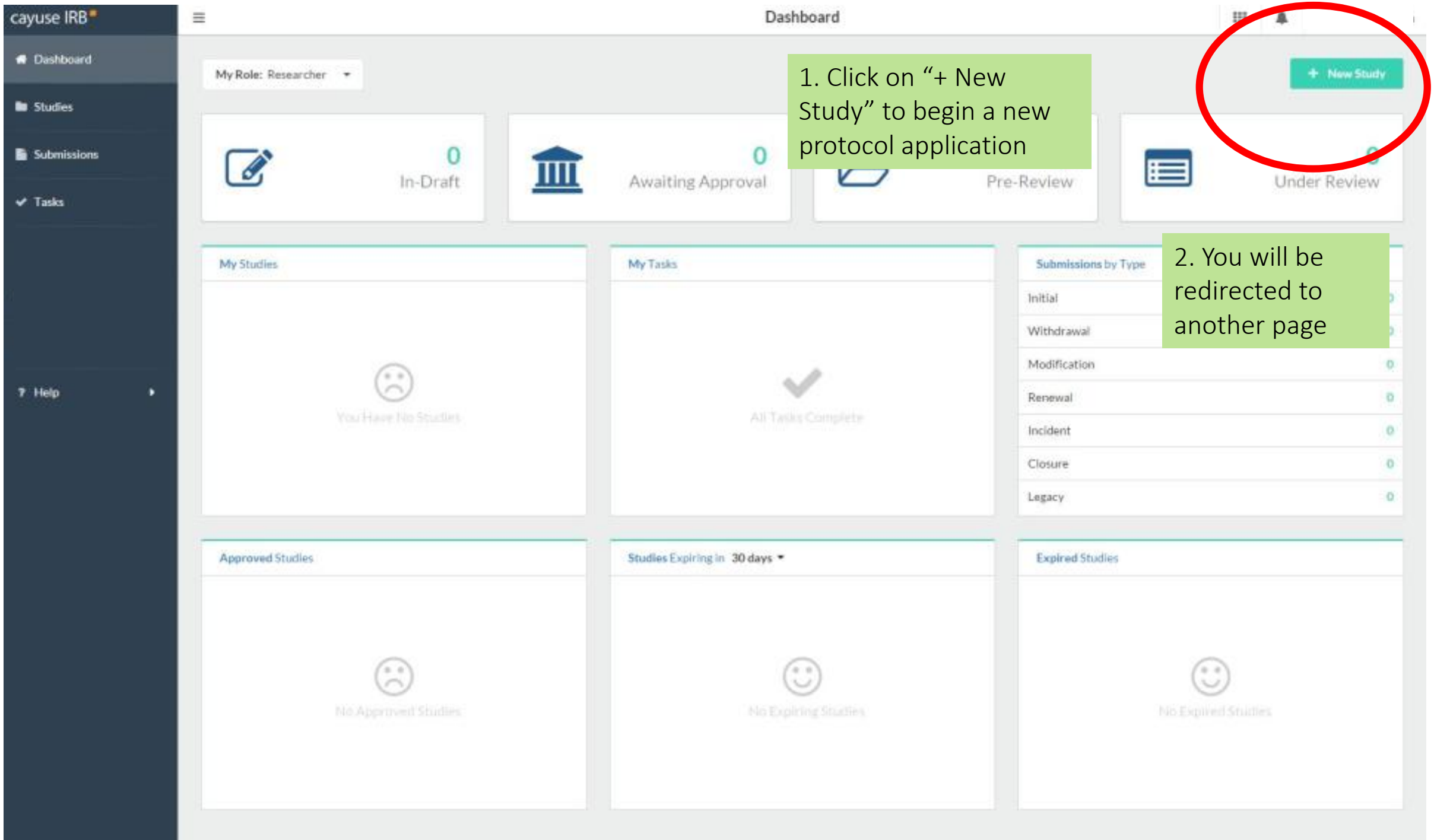
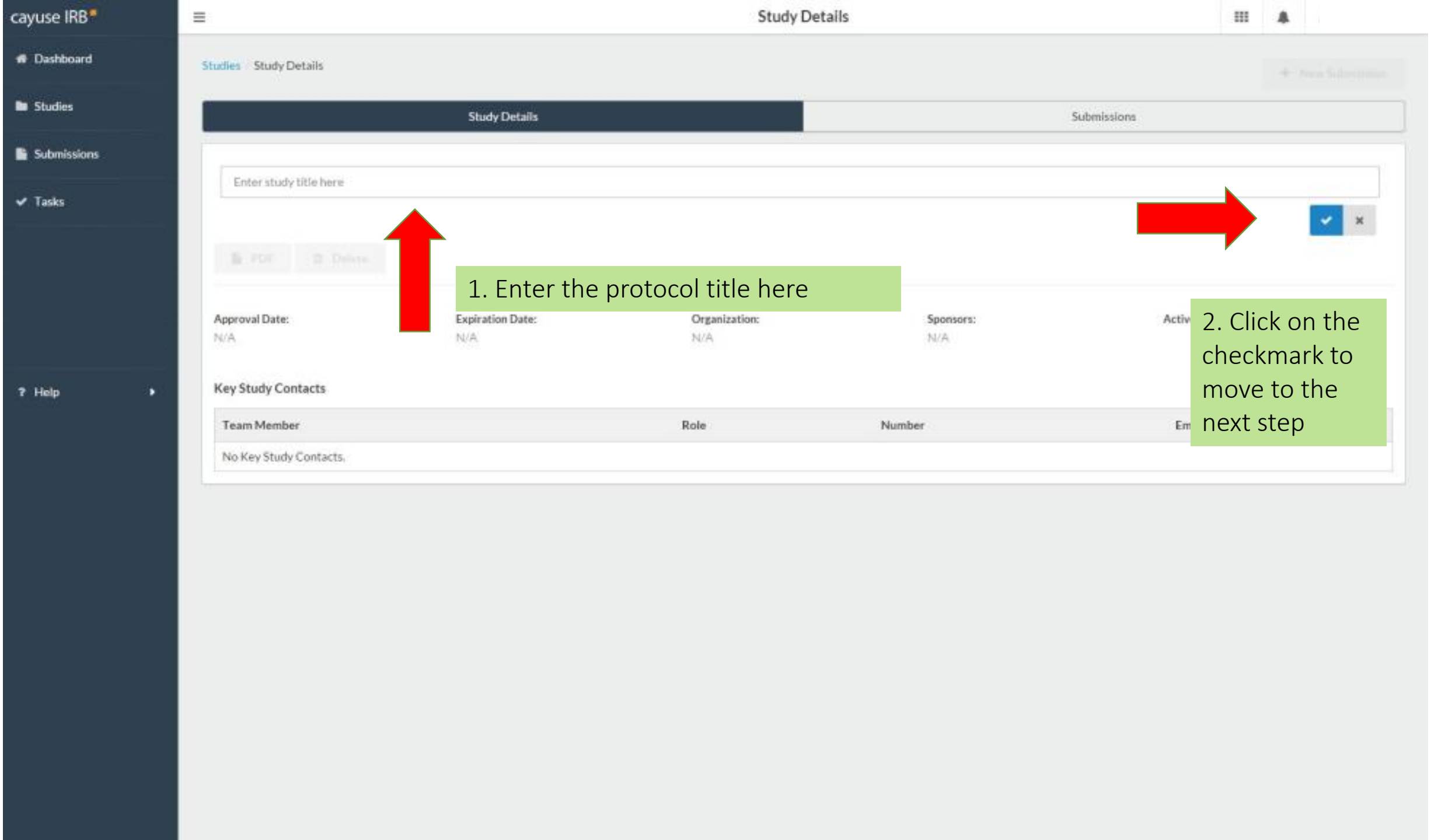
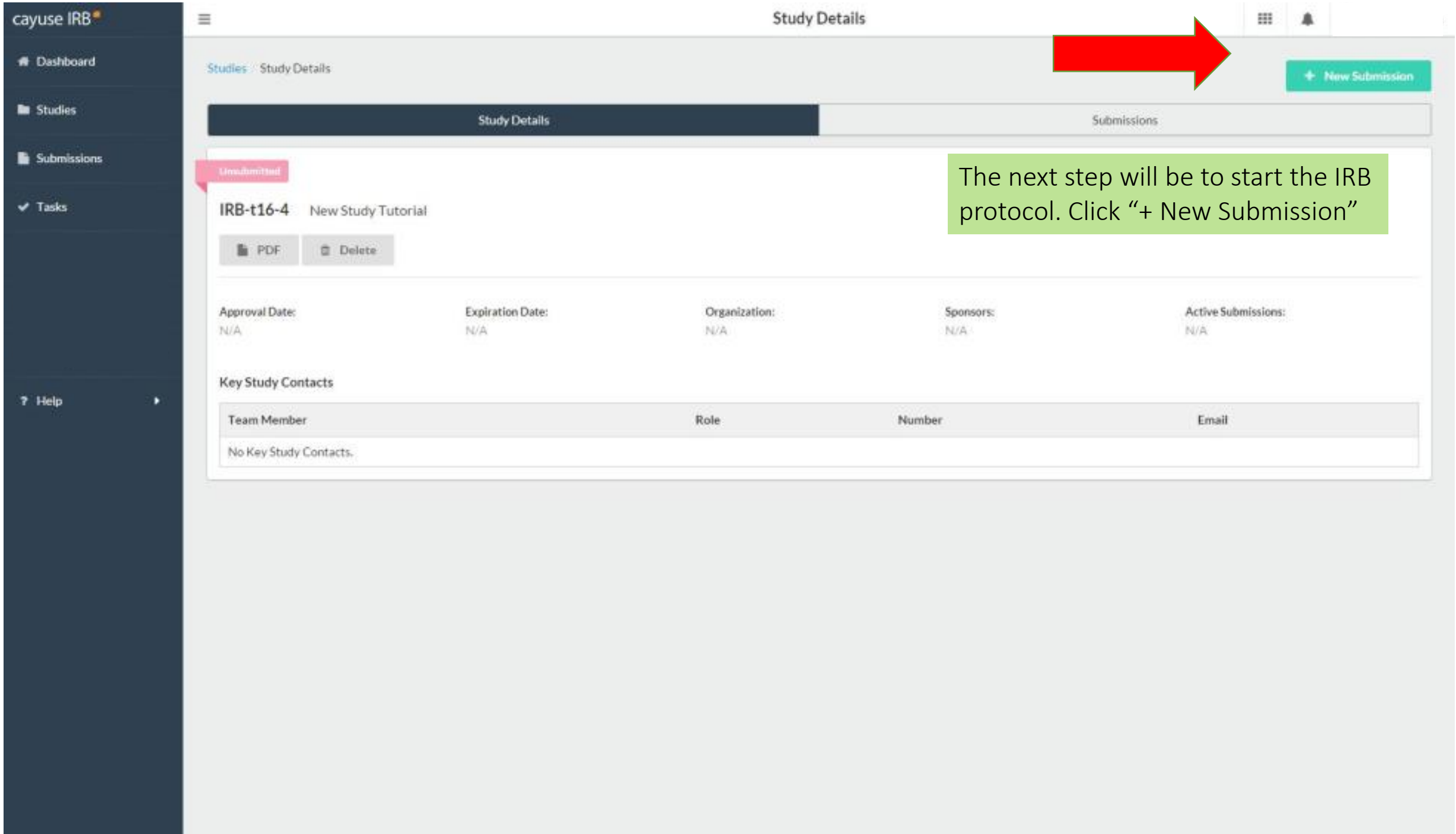
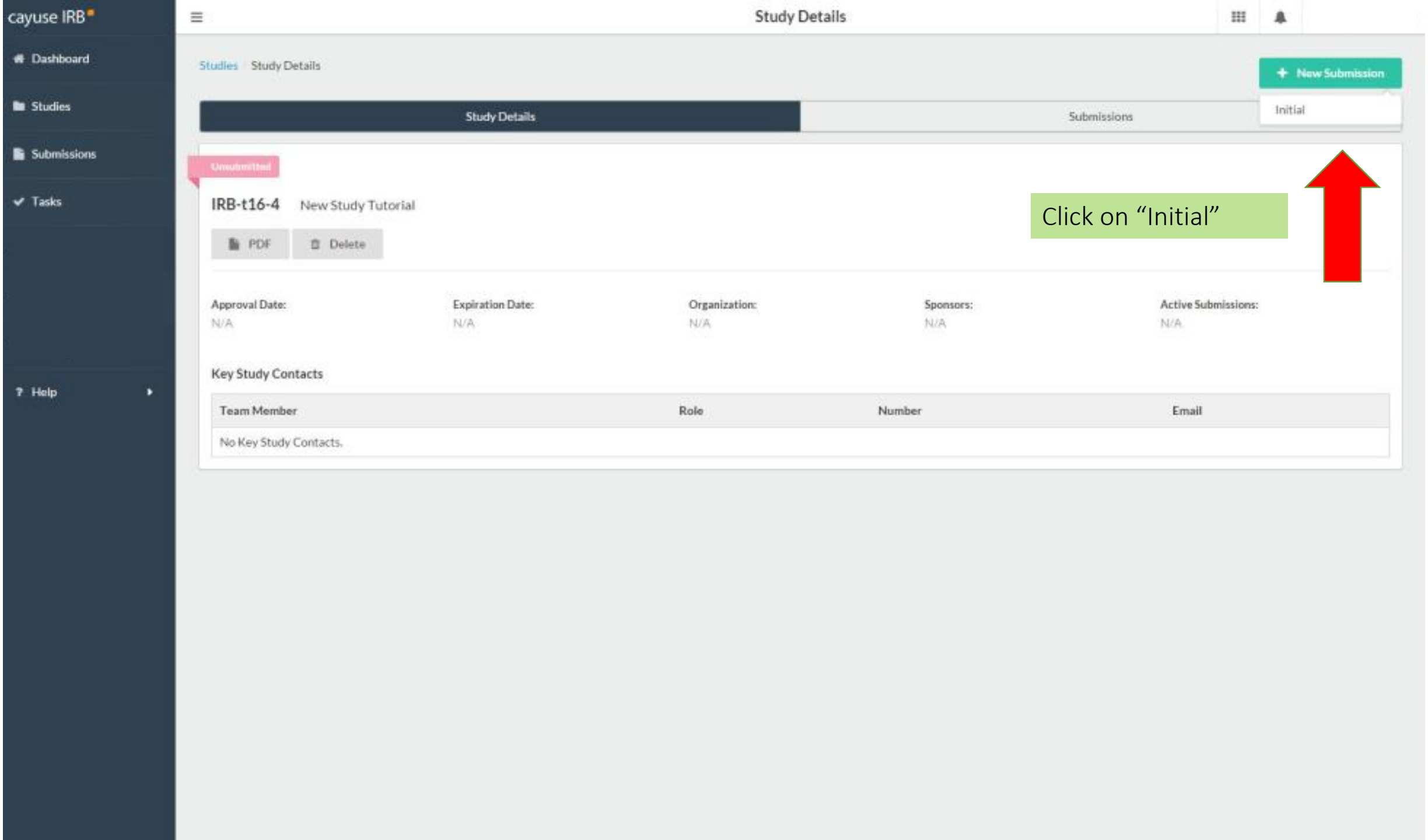
Help
Dashboard
35
Ida Pl
+ New Study
12
In-Draft
1
Awaiting Approval
1
Pre-Review
5
Under Review
My Studies
IRB-t17-8 My New Study
IRB-t17-4 MPA 504 pra ice study
Test 1
IRB-t16-29 EASY Study
IRB-t16-28 Genius Hour in the Primary Classroom
My Tasks
IRB-t17-8 View Submission
IRB-t17-4 Complete Submission
IRB-15-43 Complete Submission
IRB-t16-30 Complete Submission
IRB-15-35 Complete Submission
Submissions by Type
Initial 21
Withdrawal 0
Modification 2
Renewal 2
Incident 0
Closure 1
Legacy 2
Approved Studies
IRB-15-40 DV Initial Ap Final Test 12-15-15
View All
Studies Expiring in 30 days
No Expiring Studies
Expired Studies
IRB-15-43 DV test #2 12-15-15
IRB-15-35 Evisions test of CPP templates 12-8-15
IRB-15-19 Evisions Training Day 1 example
15-0126 Mental Health
IRB-15-13 IDA's first protocol
View All
Your "Dashboard" is where you can see all of your affiliated studies

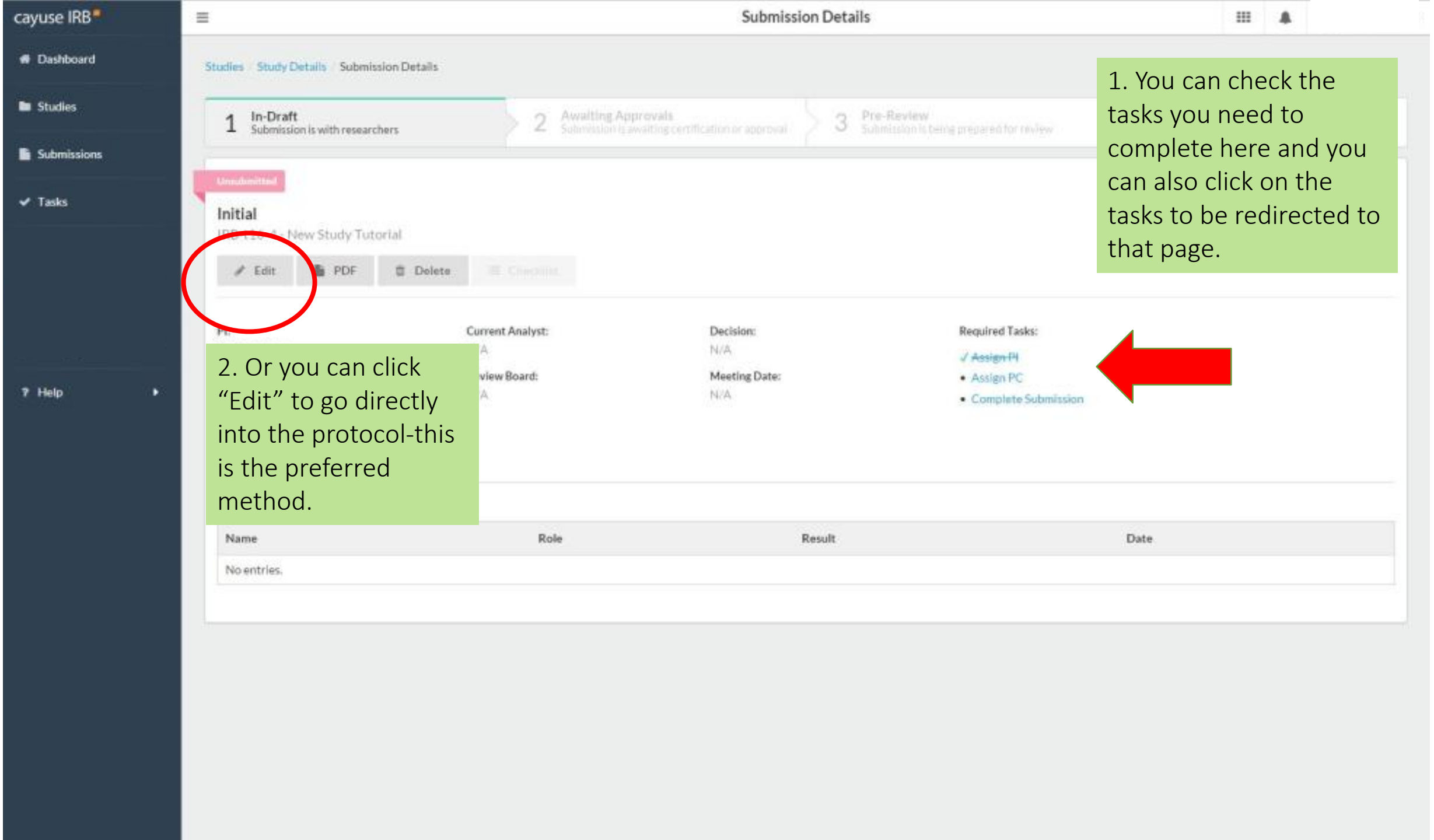

cayuse IRB
Dashboard
Studies
Submissions
Tasks
Help
Dashboard
My Role: Researcher
Admin
Analyst
Reviewer
Researcher
+ New Study
0
In-Draft
0
Pre-Review
0
Under Review
If you are an IRB member, make sure to switch your role to ”Researcher” to submit a new protocol
My Studies
You Have No Studies
My Tasks
All Tasks Complete
Submissions by Type
Initial 0
Withdrawal 0
Modification 0
Renewal 0
Incident 0
Closure 0
Legacy 0
Approved Studies
No Approved Studies
Studies Expiring in 30 days
No Expiring Studies
Expired Studies
No Expired Studies

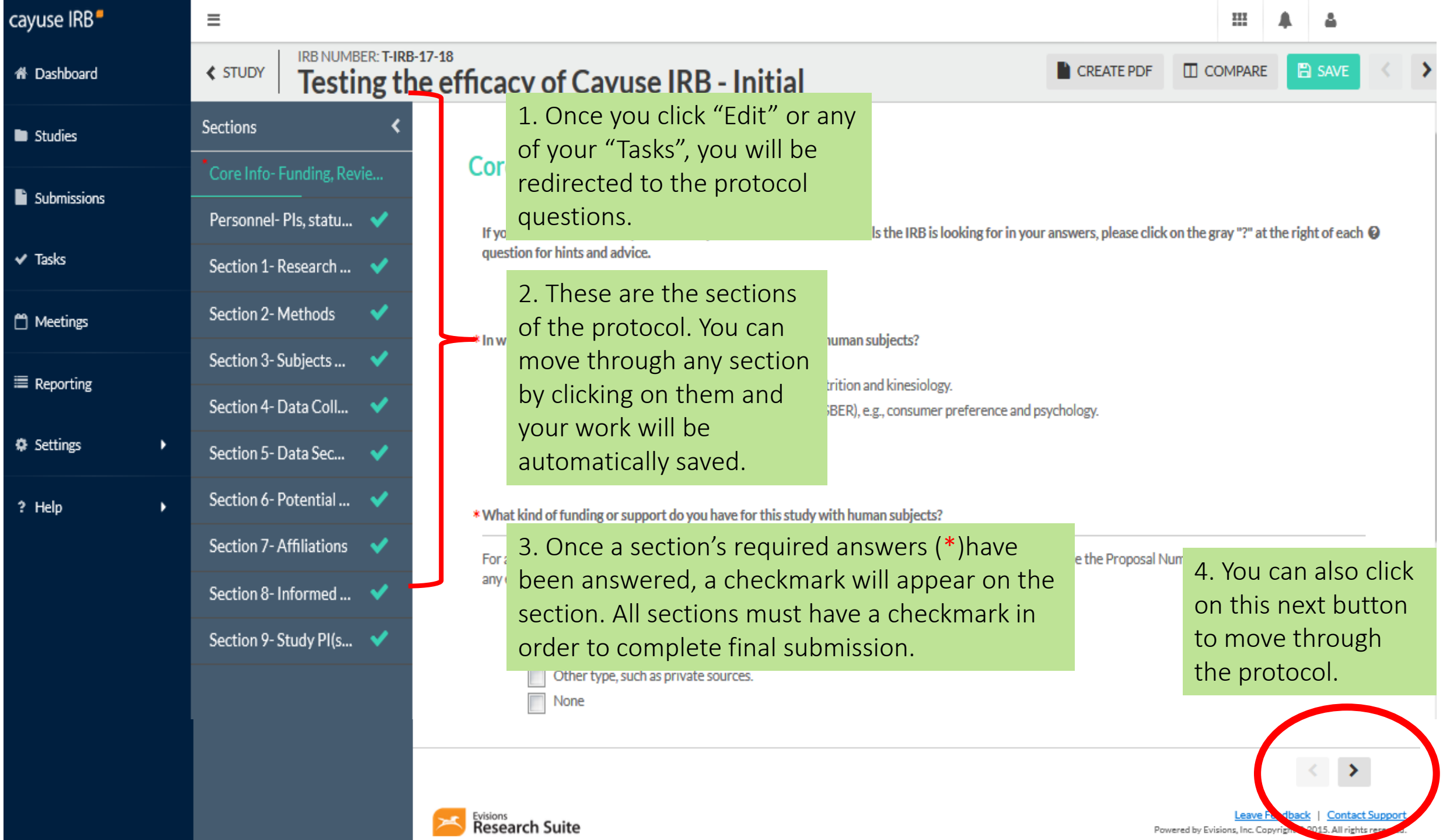

cayuse IRB
Dashboard
Studies
Submissions
Tasks
Help
Dashboard
My Role: Researcher
+ New Study
1. Click on "+ New Study" to begin a new protocol application
0
In-Draft
0
Awaiting Approval
Pre-Review
Under Review
2. You will be redirected to another page
My Studies
You Have No Studies
My Tasks
All Tasks Complete
Submissions by Type
Initial
Withdrawal
Modification
Renewal
Incident
Closure
Legacy
Approved Studies
No Approved Studies
Studies Expiring in 30 days
No Expiring Studies
Expired Studies
No Expired Studies


cayuse IRB
Dashboard
Studies
Submissions
Tasks
Help
Study Details
Studies
Study Details
Study Details
Submissions
Enter study title here
1. Enter the protocol title here
2. Click on the checkmark to move to the next step
Approval Date:
N/A
Expiration Date:
N/A
Organization:
N/A
Sponsors:
N/A
Key Study Contacts
Team Member
Role
Number
No Key Study Contacts.


cayuse IRB
Dashboard
Studies
Submissions
Tasks
Help
Study Details
Studies / Study Details
+ New Submission
Study Details
Submissions
Unsubmitted
IRB-t16-4 New Study Tutorial
PDF
Delete
The next step will be to start the IRB protocol. Click “+ New Submission”
Approval Date:
N/A
Expiration Date:
N/A
Organization:
N/A
Sponsors:
N/A
Active Submissions:
N/A
Key Study Contacts
Team Member
Role
Number
Email
No Key Study Contacts.


cayuse IRB
Dashboard
Studies
Submissions
Tasks
Help
Study Details
Studies
Study Details
New Submission
Initial
Study Details
Submissions
Unsubmitted
IRB-t16-4
New Study Tutorial
PDF
Delete
Click on “Initial”
Approval Date:
N/A
Expiration Date:
N/A
Organization:
N/A
Sponsors:
N/A
Active Submissions:
N/A
Key Study Contacts
Team Member
Role
Number
Email
No Key Study Contacts.


cayuse IRB
Dashboard
Studies
Submissions
Tasks
Help
Submission Details
Studies
Study Details
Submission Details
1
In-Draft
Submission is with researchers
2
Awaiting Approvals
3
Pre-Review
Initial
New Study Tutorial
Edit
PDF
Delete
Current Analyst:
N/A
Decision:
N/A
Meeting Date:
N/A
Required Tasks:
Assign PI
Assign PC
Complete Submission
Name
Role
Result
Date
No entries.
1. You can check the tasks you need to complete here and you can also click on the tasks to be redirected to that page.
2. Or you can click “Edit” to go directly into the protocol-this is the preferred method.


cayuse IRB
Dashboard
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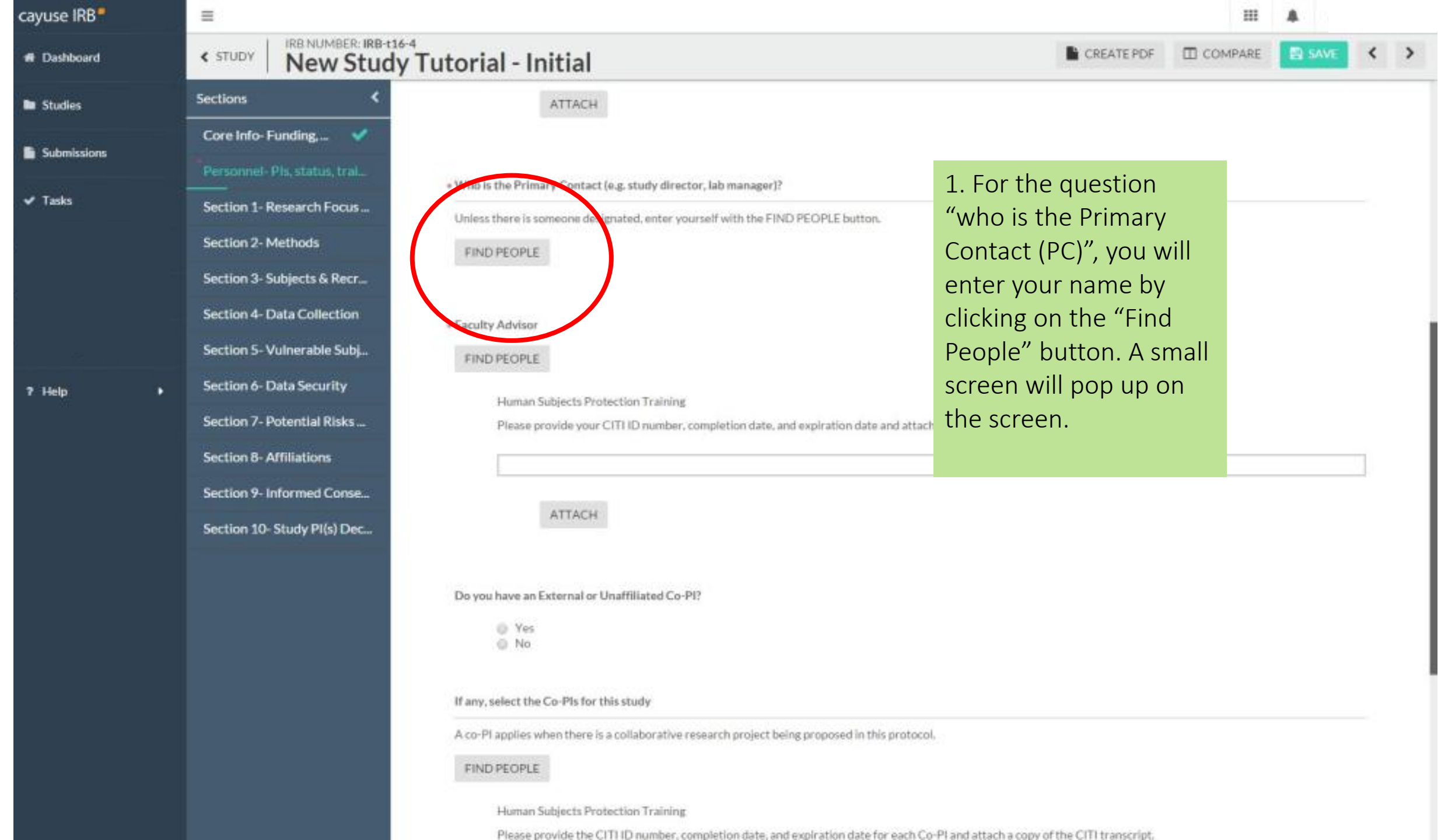
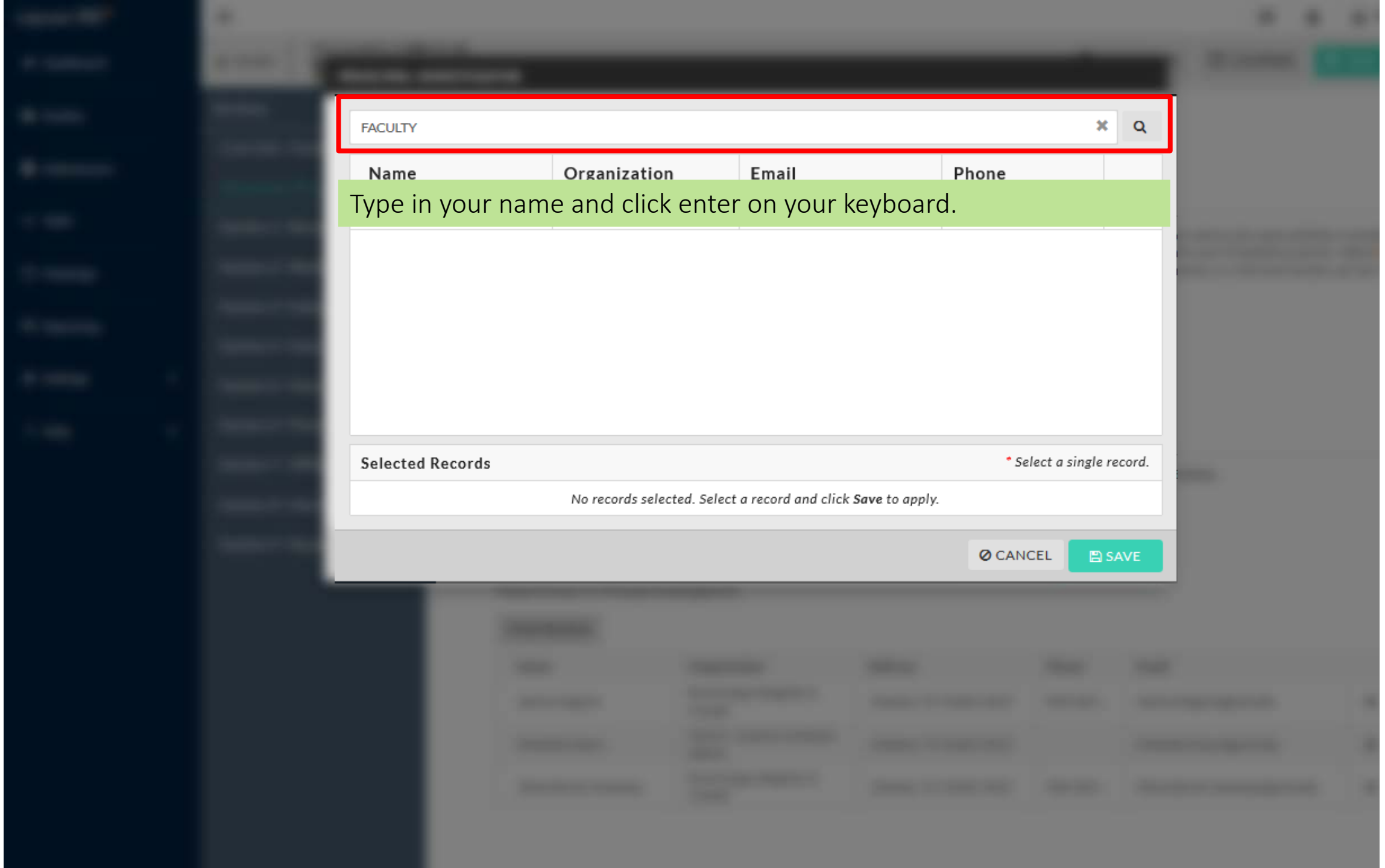
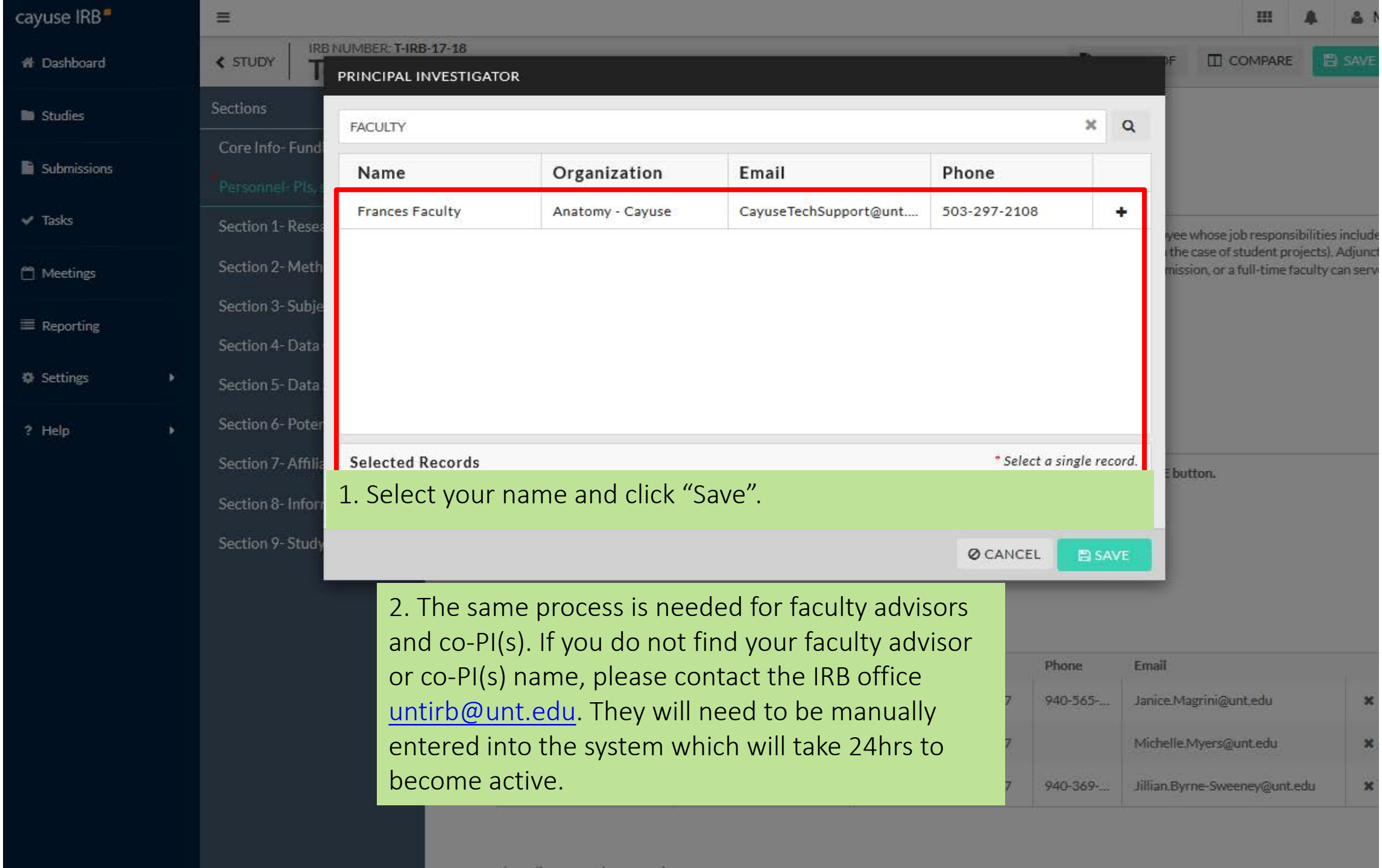
Settings
Help
STUDY
IRB NUMBER: T-IRB-17-18
Testing the efficacy of Cayuse IRB - Initial
CREATE PDF
COMPARE
SAVE
Sections
Core Info- Funding, Revie...
Personnel- PIs, statu...
Section 1- Research ...
Section 2- Methods
Section 3- Subjects ...
Section 4- Data Coll...
Section 5- Data Sec...
Section 6- Potential ...
Section 7- Affiliations
Section 8- Informed ...
Section 9- Study PI(s...
1. Once you click “Edit” or any of your “Tasks”, you will be redirected to the protocol 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 answered, a checkmark will appear on the section. All sections must have a checkmark in order to complete final submission.
4. You can also click on this next button to move through the protocol.
question for hints and advice.
* What kind of funding or support do you have for this study with human subjects?
Other type, such as private sources.
None
Evisions
Research Suite
Leave Feedback | Contact Support


cayuse IRB
Dashboard
Studies
Submissions
Tasks
Help
STUDY
IRB NUMBER: IRB-t16-4
New Study Tutorial - Initial
CREATE PDF
COMPARE
SAVE
Sections
Core Info- Funding,...
Personnel- PIs, status, trai...
Section 1- Research Focus ...
Section 2- Methods
Section 3- Subjects & Recr...
Section 4- Data Collection
Section 5- Vulnerable Subj...
Section 6- Data Security
Section 7- Potential Risks ...
Section 8- Affiliations
Section 9- Informed Conse...
Section 10- Study PI(s) Dec...
ATTACH
Unless there is someone designated, enter yourself with the FIND PEOPLE button.
FIND PEOPLE
Faculty Advisor
FIND PEOPLE
Human Subjects Protection Training
Please provide your CITI ID number, completion date, and expiration date and attach
ATTACH
Do you have an External or Unaffiliated Co-PI?
Yes
No
If any, select the Co-PIs for this study
A co-PI applies when there is a collaborative research project being proposed in this protocol.
FIND PEOPLE
Human Subjects Protection Training
Please provide the CITI ID number, completion date, and expiration date for each Co-PI and attach a copy of the CITI transcript.
1. For the question “who is the Primary Contact (PC)”, you will enter your name by clicking on the “Find People” button. A small screen will pop up on the screen.


FACULTY
Name
Organization
Email
Phone
Type in your name and click enter on your keyboard.
Selected Records
* Select a single record.
No records selected. Select a record and click Save to apply.
CANCEL
SAVE


cayuse IRB
Dashboard
Studies
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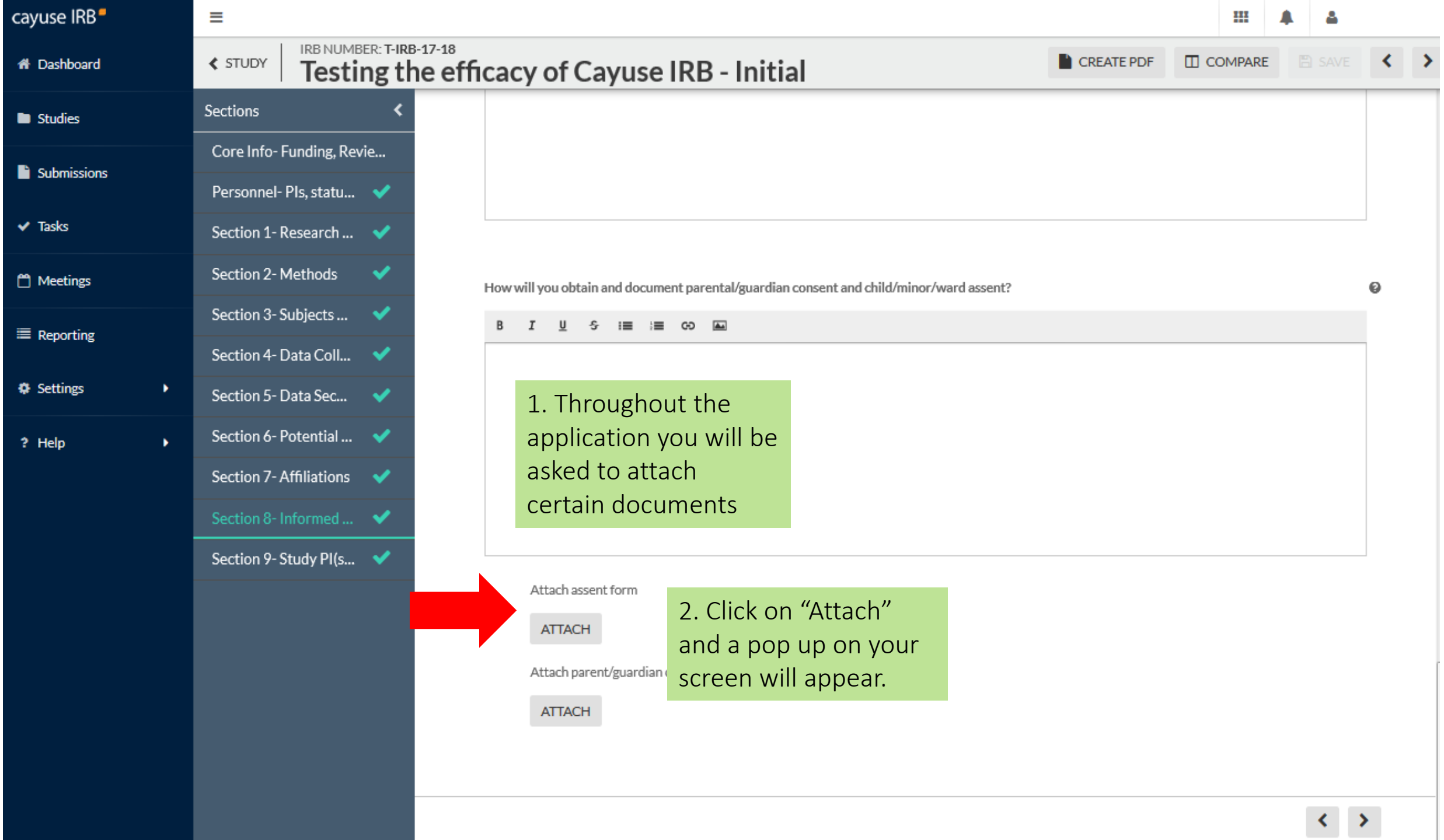
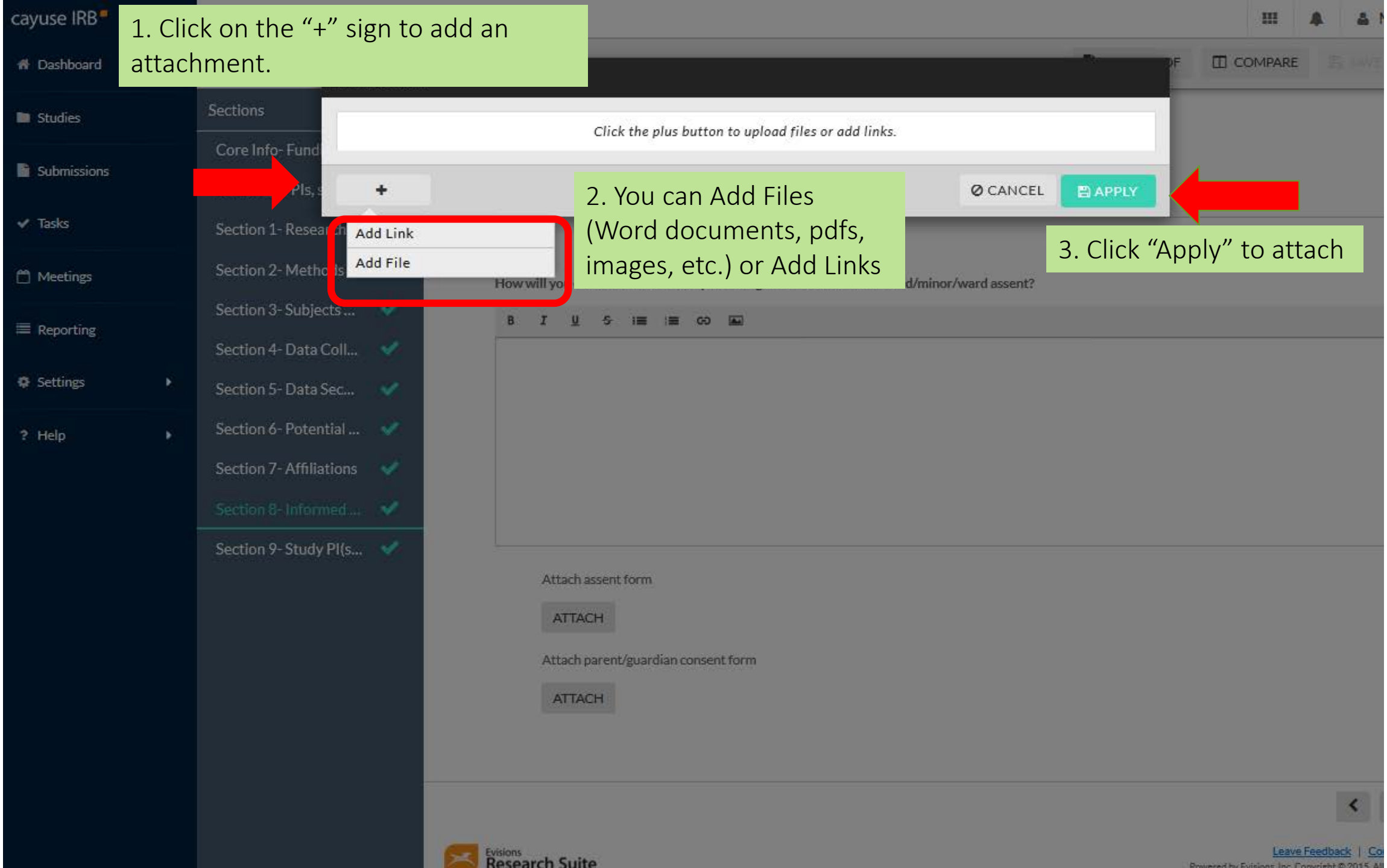
Reporting
Settings
Help
STUDY
IRB NUMBER: T-IRB-17-18
COMPARE
SAVE
Sections
Core Info- Fund
Personnel- PIs,
Section 1- Rese
Section 2- Meth
Section 3- Subje
Section 4- Data
Section 5- Data
Section 6- Poter
Section 7- Affili
Section 8- Infor
Section 9- Study
PRINCIPAL INVESTIGATOR
FACULTY
Name
Organization
Email
Phone
Frances Faculty
Anatomy - Cayuse
CayuseTechSupport@unt....
503-297-2108
Selected Records
* Select a single record.
1. Select your name and click “Save”.
CANCEL
SAVE
2. The same process is needed for faculty advisors and co-PI(s). If you do not find your faculty advisor or co-PI(s) name, please contact the IRB office untirb@unt.edu. They will need to be manually entered into the system which will take 24hrs to become active.
Phone
Email
940-565-...
Janice.Magrini@unt.edu
Michelle.Myers@unt.edu
940-369-...
Jillian.Byrne-Sweeney@unt.edu


cayuse IRB
Dashboard
Studies
Submissions
Tasks
Meetings
Reporting
Settings
Help
STUDY
IRB NUMBER: T-IRB-17-18
Testing the efficacy of Cayuse IRB - Initial
CREATE PDF
COMPARE
SAVE
Sections
Core Info- Funding, Revie...
Personnel- PIs, statu...
Section 1- Research ...
Section 2- Methods
Section 3- Subjects ...
Section 4- Data Coll...
Section 5- Data Sec...
Section 6- Potential ...
Section 7- Affiliations
Section 8- Informed ...
Section 9- Study PI(s...
How will you obtain and document parental/guardian consent and child/minor/ward assent?
1. Throughout the application you will be asked to attach certain documents
Attach assent form
ATTACH
2. Click on "Attach" and a pop up on your screen will appear.
Attach parent/guardian
ATTACH


1. Click on the “+” sign to add an attachment.
Click the plus button to upload files or add links.
Add Link
Add File
2. You can Add Files (Word documents, pdfs, images, etc.) or Add Links
CANCEL
APPLY
3. Click “Apply” to attach
Attach assent form
ATTACH
Attach parent/guardian consent form
ATTACH

cayuse IRB

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Submissions

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Meetings

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Settings

Help

STUDY | IRB NUMBER: T-IRB-17-18

# Testing the efficacy of Cayuse IRB - Initial

CREATE PDF | COMPARE | SAVE

Sections

- Core Info- Funding, Revie...
- Personnel- PIs, statu... ✓
- Section 1- Research ... ✓
- Section 2- Methods ✓
- Section 3- Subjects ... ✓
- Section 4- Data Coll... ✓
- Section 5- Data Sec... ✓
- Section 6- Potential ... ✓
- Section 7- Affiliations ✓
- Section 8- Informed ... ✓
- Section 9- Study PI(s... ✓

## Section 9- Study PI(s) Declaration

THE UNT IRB DECLARATION BY ALL INVESTIGATORS:

- This proposal is guided by the ethical principles regarding research involving human subjects as set forth in the Belmont Report.
- I/We agree to abide by the policies and procedures of the IRB at UNT, including obtaining appropriate training in human subject research for myself and those involved in its conduct.
- I/We will not initiate any research associated with this proposal on or off campus until authorized by the IRB.
- I/We will report to the IRB about any adverse events or unanticipated problems (unexpected, possible greater risk, etc.) that occur.
- I/We will inform the IRB of a need to modify the study design requiring an amendment.
- I/We understand that approval, when granted, is valid for up to one year and will submit a renewal for its continuation if needed.

* By entering your name below, you as the PI are agreeing to adhere to the ?UNT IRB DECLARATION? above and are acknowledging responsibility for any Co-PIs and research assistants listed in the protocol and their adherence to the ?UNT IRB DECLARATION?

Signature of Principal Investigator (please enter your name below):

TYPE YOUR NAME HERE

The final section of the application requires you to “sign” after reading the “Declaration”. Please type your name in the box.

Evisions Research Suite

Leave Feedback | Contact Support

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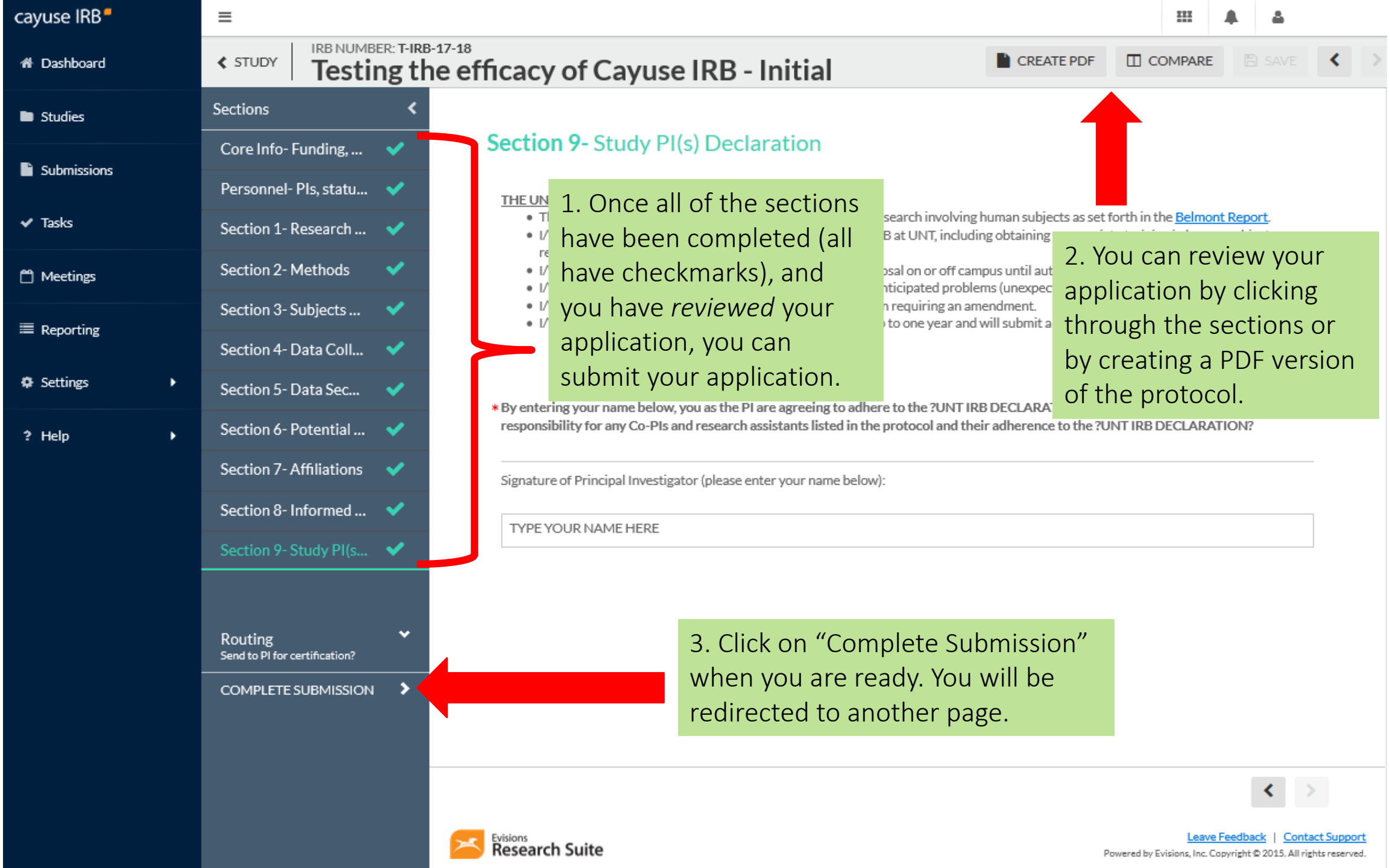
cayuse IRB
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Submissions
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Settings
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STUDY
IRB NUMBER: T-IRB-17-18
Testing the efficacy of Cayuse IRB - Initial
CREATE PDF
COMPARE
SAVE
Sections
Core Info- Funding, ...
Personnel- PIs, statu...
Section 1- Research ...
Section 2- Methods
Section 3- Subjects ...
Section 4- Data Coll...
Section 5- Data Sec...
Section 6- Potential ...
Section 7- Affiliations
Section 8- Informed ...
Section 9- Study PI(s...
Routing
Send to PI for certification?
COMPLETE SUBMISSION
Section 9- Study PI(s) Declaration
search involving human subjects as set forth in the Belmont Report.
B at UNT, including obtaining
osal on or off campus until aut
nticipated problems (unexpec
n requiring an amendment.
to one year and will submit a
* By entering your name below, you as the PI are agreeing to adhere to the ?UNT IRB DECLARA
responsibility for any Co-PIs and research assistants listed in the protocol and their adherence to the ?UNT IRB DECLARATION?
Signature of Principal Investigator (please enter your name below):
TYPE YOUR NAME HERE
1. Once all of the sections have been completed (all have checkmarks), and you have reviewed your application, you can submit your application.
2. You can review your application by clicking through the sections or by creating a PDF version of the protocol.
3. Click on "Complete Submission" when you are ready. You will be redirected to another page.
Evisions Research Suite
Leave Feedback | Contact Support
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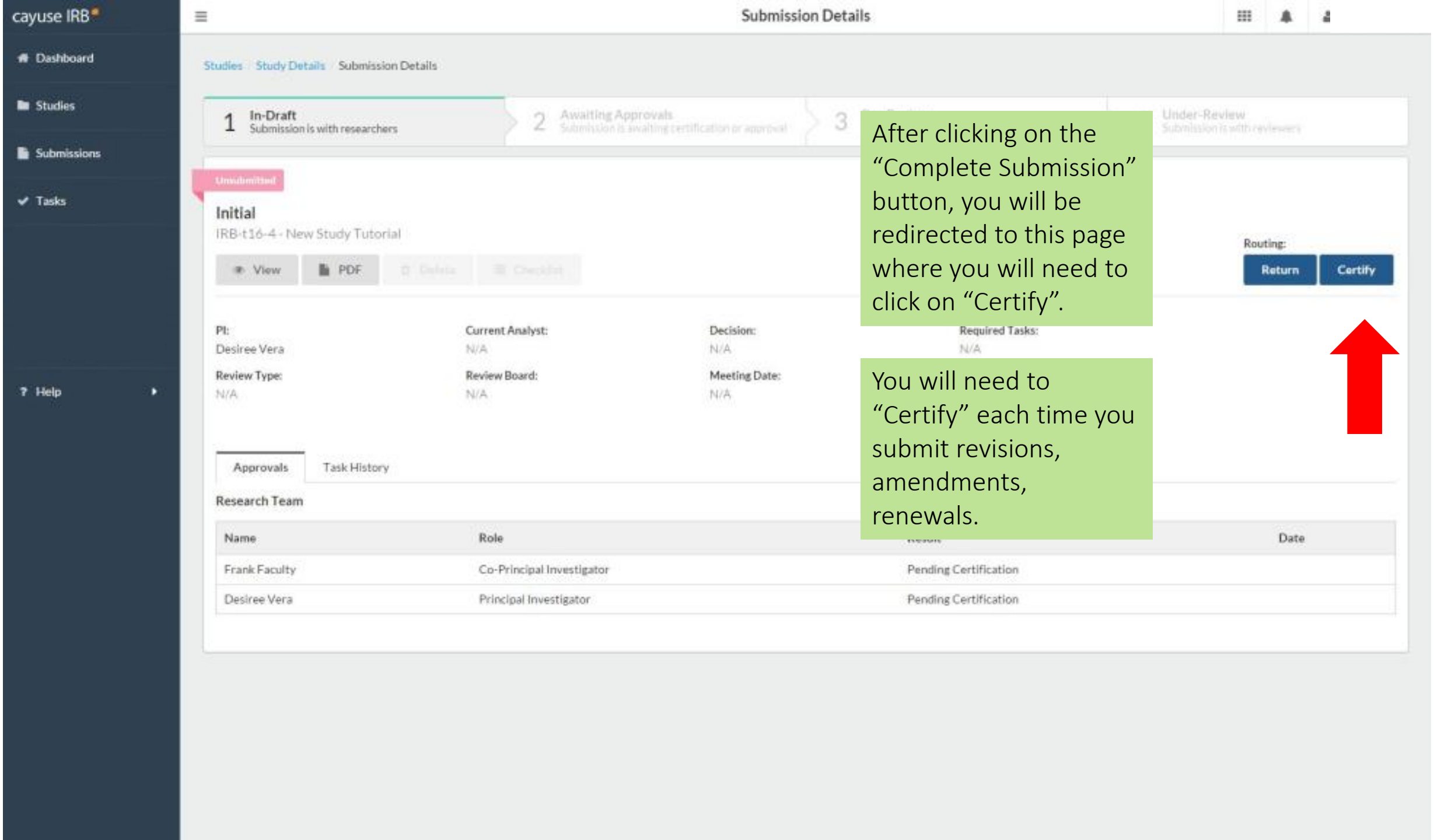
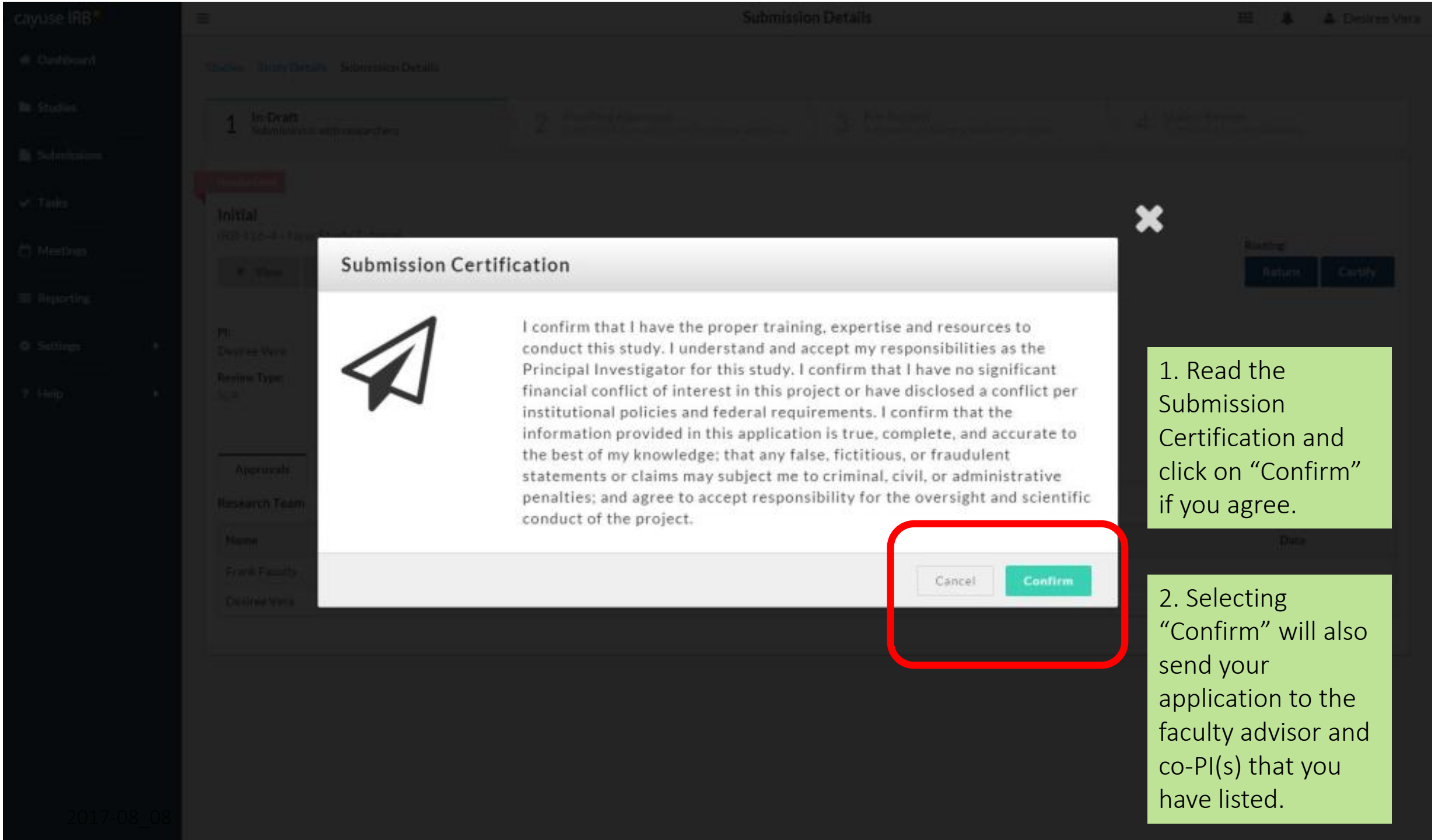
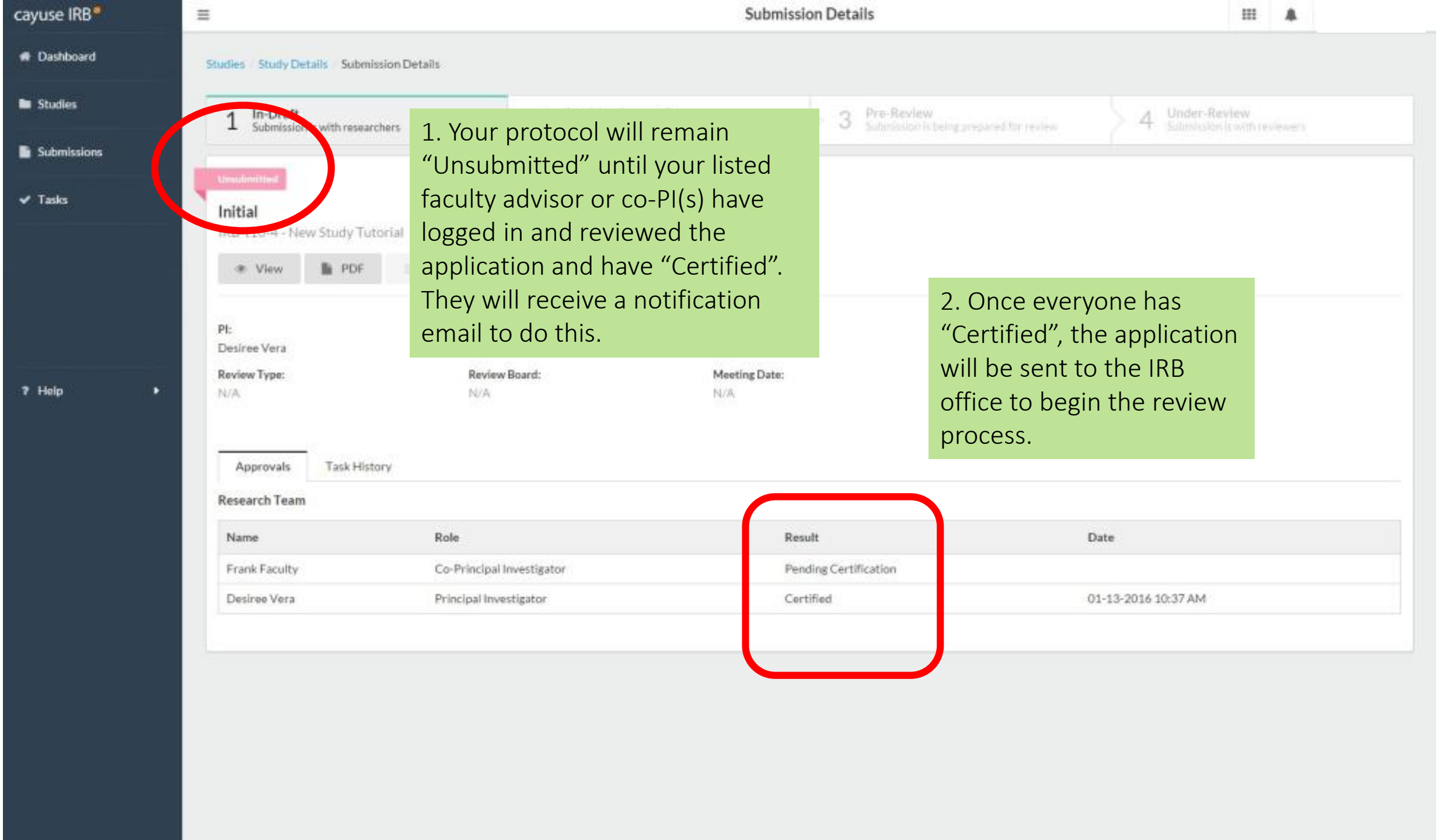

cayuse IRB
Dashboard
Studies
Submissions
Tasks
Help
Submission Details
Studies
Study Details
Submission Details
1
In-Draft
Submission is with researchers
2
Awaiting Approvals
3
Under-Review
Unsubmitted
Initial
IRB-t16-4 - New Study Tutorial
View
PDF
Routing:
Return
Certify
PI:
Desiree Vera
Current Analyst:
N/A
Decision:
N/A
Required Tasks:
N/A
Review Type:
N/A
Review Board:
N/A
Meeting Date:
N/A
Approvals
Task History
Research Team
Name
Role
Date
Frank Faculty
Co-Principal Investigator
Pending Certification
Desiree Vera
Principal Investigator
Pending Certification
After clicking on the "Complete Submission" button, 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, renewals.


Submission Certification
I confirm that I have the proper training, expertise and resources to conduct this study. I understand and accept my responsibilities as the Principal Investigator for this study. I confirm that I have no significant financial conflict of interest in this project or have disclosed a conflict per institutional policies and federal requirements. I confirm that the information provided in this application is true, complete, and accurate to the best of my knowledge; that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and agree to accept responsibility for the oversight and scientific conduct of the project.
Cancel
Confirm
1. Read the Submission Certification and click on “Confirm” if you agree.
2. Selecting “Confirm” will also send your application to the faculty advisor and co-PI(s) that you have listed.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Dashboard
Studies
Submissions
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Submission Details
Studies / Study Details / Submission Details
1
3 Pre-Review
4 Under-Review
Initial
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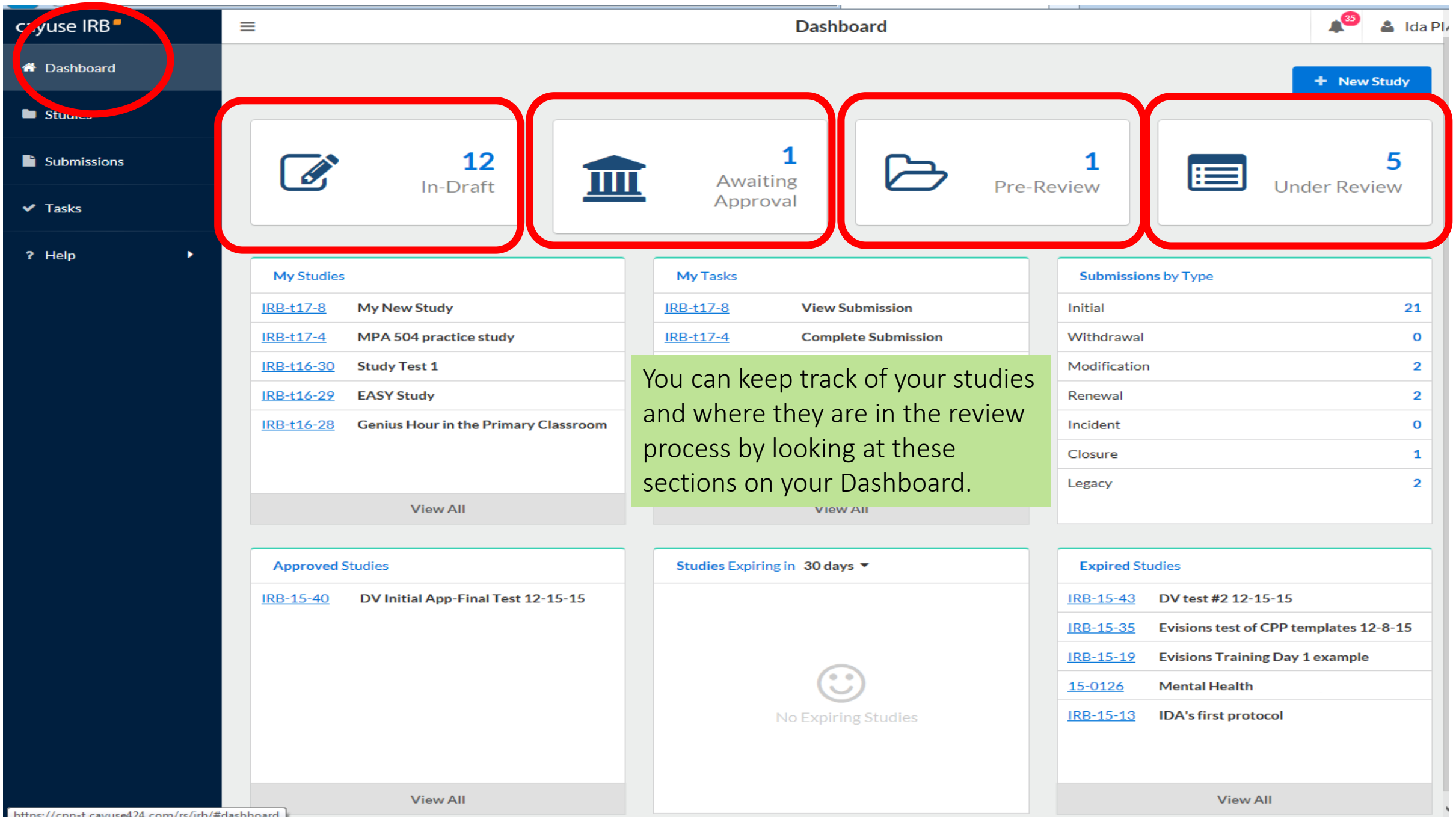
PI:
Desiree Vera
Review Type:
N/A
Review Board:
N/A
Meeting Date:
N/A
Approvals
Task History
Research Team
Name
Role
Result
Date
Frank Faculty
Co-Principal Investigator
Pending Certification
Desiree Vera
Principal Investigator
Certified
01-13-2016 10:37 AM
1. Your protocol will remain "Unsubmitted" until your listed faculty advisor or co-PI(s) have logged in and reviewed the application and have "Certified". They will receive a notification email to do this.
2. Once everyone has "Certified", the application will be sent to the IRB office to begin the review process.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Dashboard
Studies
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New Study
12
In-Draft
1
Awaiting Approval
1
Pre-Review
5
Under Review
My Studies
IRB-t17-8 My New Study
IRB-t17-4 MPA 504 practice study
IRB-t16-30 Study Test 1
IRB-t16-29 EASY Study
IRB-t16-28 Genius Hour in the Primary Classroom
View All
My Tasks
IRB-t17-8 View Submission
IRB-t17-4 Complete Submission
View All
You can keep track of your studies and where they are in the review process by looking at these sections on your Dashboard.
Submissions by Type
Initial 21
Withdrawal 0
Modification 2
Renewal 2
Incident 0
Closure 1
Legacy 2
Approved Studies
IRB-15-40 DV Initial App-Final Test 12-15-15
View All
Studies Expiring in 30 days
No Expiring Studies
Expired Studies
IRB-15-43 DV test #2 12-15-15
IRB-15-35 Evisions test of CPP templates 12-8-15
IRB-15-19 Evisions Training Day 1 example
15-0126 Mental Health
IRB-15-13 IDA's first protocol
View All

If you have any issues or questions, please contact the IRB Office: untirb@unt.edu or (940) 545-4643. For more information, please visit our website at

https://research.unt.edu/faculty-resources/research-integrity-compliance

As this is a new IRB system, if you find any issues (typos, unclear questions, etc.) please let us know. It is being used as a test environment now and we acknowledge there will be changes along the way. Thanks so much for your willingness to be a test user and we look forward to receiving your feedback.