### **Cayuse IRB Training**

## How to Log-In To Cayuse (faculty/staff)

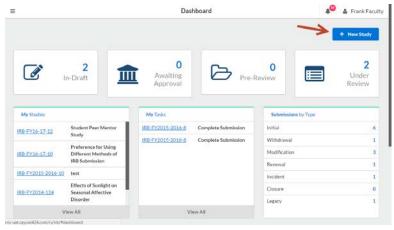
- 1. Log-in to MyFSU
- 2. Select Employee Tab
- 3. Under 'Additional Logon Links' (located right side of page), select Cayuse 424 and IRB
- 4. Select the link a second time; you will be brought to Evisions Research Suite landing page
- 5. Select Cayuse IRB

### How to Log-In To Cayuse (students)

- 6. Log-in to MyFSU
- 7. Select Student Tab
- 8. Select Academic Support, located under student quick links
- 9. Select Cayuse 424 and IRB, located under academic support quick links.
- 10. Select the link a second time; you will be brought to Evisions Research Suite landing page
- 11. Select Cayuse IRB

#### How to SUBMIT an Initial Application

- 1. Log into Cayuse
- 2. Select NEW STUDY button



### 3. Enter Study Title and select blue checkbox on the right

	Study Details		Submissions	
Identifying Key Att	tributes of Drug Prescribing			
	K			✓ x
				Т
Approval Date:	Expiration Date:	Organization:	Active Submissions:	
I/A	N/A	N/A		
ponsors:	Closed Date: N/A			
N/A				

#### 4. Select NEW SUBMISSION button---Initial

		Study Det	ails	🔎 🛔 Gregory Wellm
tudies / Study Details				+ New Submission
	Study Details		Submissions	Initial
Unsubmitted				1
IRB-FY16-17-14	Identifying Key Attributes of D	rug Prescribing		1
D PDF D De	lete			
Approval Date:	Expiration Date:	Organization:	Active Submissions:	
N/A.	N/A	N/A	N/A	
Sponsors:	Closed Date:			
N/A	N/A			
Key Contacts At	tachments			
PERCENT AND ADDRESS OF		Role	Number	Email
Team Member				

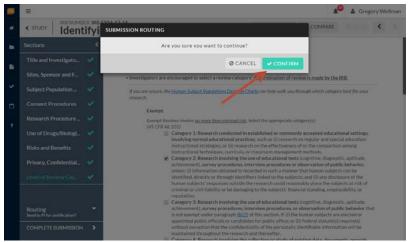
### 5. Select EDIT to complete application

ers 2 Submatcher certification g Key Attributes of Drug Pr Delete	or approval to	The review submission is being precared Submission is with review created
	escribing	
	cathonig	
2 Delete		
Current Analyst:	Decision:	Required Tasks:
N/A	N/Á	V Assim PI
Review Board:	Meeting Date:	
N/A	N/A	
		<ul> <li>Second construction and a second construction of a second</li></ul>
	Sector Concernation and the sector of the	Assign PC     Complete Submission
N/A	N/A	<ul> <li>Complete Submission</li> </ul>
		<ul> <li>accuracy accuracy accuracy accuracy</li> </ul>
	N/A Review Board:	N/A N/A Review Board: Meeting Date:

- 6. Complete application following the prompts; upload all required attachments
- 7. If PI is not completing application; select routing to have application sent to PI for certification
- 8. Select COMPLETE SUBMISSION (located bottom left)
  - a. Note: will not be able to select if any required info left blank

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	tifying Key Attributes of	Drug Pr	CREATE PDF	COMPARE	SAVE	۲	
Sections	<						
Title and Investigato	Level of Review Cate	egory					
Sites, Sponsor and F.,	<ul> <li>Investigators are encouraged to</li> </ul>	select a review catego	ory: <u>determination of re</u>	view is made by the	e IRB,		
Subject Population	If you are unsure, the <u>Human Subi</u> research.	et Regulations Decision	Charts can help walk you	through which catego	ery best fits your		1
Consent Procedures	Exempt						
Research Procedure	Exempt Reviews Involve p (45 CFR 46.101)	o more than minimal risk	, Select the appropriate o	ategory(s):			
Use of Drugs/Biologi	Category 1:	ormal educational pract	nestablished or commo tices, such as (i) research	on regular and spe	cial education		
Risks and Benefits	instructiona	l techniques, curricula,	irch on the effectiveness or classroom manageme	ent methods.	1997 S. 1975 C.		
Privacy, Confidential	achievemen	t), survey procedures, i	e use of educational test interview procedures of ecorded in such a manne	observation of put	blic behavior,		
	V Identified, d	irectly or through ident	ifiers linked to the subje the research could reas	cts: and (ii) any disc	losure of the		
Routing Send to PI for certification? COMPLETE SUBMISSION	reputation. Category 3: achievemen is not exemp appointed p without exe maintained	Research involving the t), survey procedures, i of under paragraph (b)( ublic officials or candid eption that the confider throughout the researc	ging to the subjects' fina e use of educational test interview procedures, o 21 of this section, if: (i) th ates for public office; or ntiality of the personally h and thereafter. a collection or study of 4	ts (cognitive, diagno c observation of pu e human subjects ar (II) federal statute(s identifiable inform	stic, aptitude, blic behavior th re elected or ) require(s) ation will be	at	

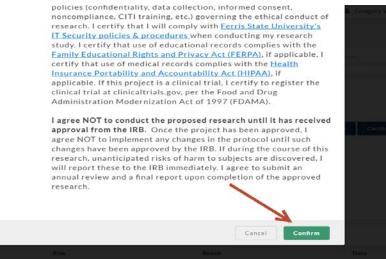
## 9. Select CONFIRM



#### 10. Select CERTIFY

<b>=</b> 0		Submission Details				
Studies Study Details Sub	mission Details					
✓ In-Draft Submission is with re	esearchers 2 Awaiting Submission certification	his awaiting 3	Pre-Review Sobmission is being prepared for review	4 Under-Review Submission is with reviewers		
Awaiting Certification Initial IRB-FY16-17-14 - Ident	ifying Key Attributes of Drug I	Prescribing		Routing: Return Certify		
PI: Gregory Wellman Review Type: N/A	Current Analyst: N/A Review Board: N/A	Decision: N/A Meeting Date: N/A	Required Tasks: N/A			
Approvals Task H	listory					
Name	Role		Result	Date		

#### 11. Select CONFIRM



#### **RESPONDING TO MODIFICATION REQUESTS FROM THE ANALYST OFFICE OR REVIEWERS:**

You will receive an email letting you know that modifications are being requested. You application will also show up again on your Cayuse dashboard under the "My Tasks" section asking you to complete the application.

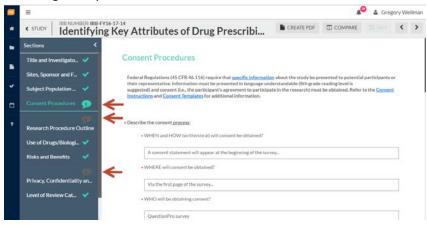
- 1. Log into Cayuse
- 2. Select project hyperlink under "My Tasks". If you have multiple applications, you can cross reference the title of each by looking in the "My Studies" section.

		Da	Dashboard		Gregory Wellm	
	4 In-Draft	Awaiting Approval	Pro Pro	0 e-Review	Under Review	
My Studies	1	My Tasks		Submissions by	Туре	
IRB-FY16-17-14	Identifying Key Attributes of Drug Prescribing	IRB-FY16-17-14	Complete Submission	Initial	9	
	Preference for Prescription Drug	IRB-FY16-17-13	Complete Submission	Withdrawal	1	
RB-FY16-17-13	Attributes	IRB-FY16-17-13	Complete Submission	Modification	3	
RB-FY16-17-10	Preference for Using Different	IRB-FY16-17-8	Complete Submission	Renewal	1	
	Methods of IRB Submission				0	
RB-FY16-17-8	Student Coping Strategies				0	
DD.EV14.17.5	Determinants of patient exticfaction with Medicare Part			Legacy	0	
	View All		View All			
Approved Studi	es	Studies Expiring in 3	Odays =	Expired Studies	(	
IRB-FY16-17-5	Determinants of patient satisfaction with Medicare Part D plans			IRB-FY16-17-10	Preference for Using Different Methods of IRB Submission	

# 3. Select "EDIT"

J	Ξ		Submission Details		🌔 🛔 Gregory Wellma
	<ul> <li>Submission is with researcher</li> </ul>	er thesion or .	1001979K		Substantial and reversely
.	Responsed Initial IRB-FY16-17-14 - Identifying	Key Attributes of Drug Prescrit	bing		
~	PE: Gregory Wellman Review Type: Expedited	Current Analyst: Maureen Wawiczyk Review Board: Ferris State Training IRB	Decision: Return to PI Meeting Date: N/A	Required Tasks: <a href="https://www.example">https://www.example</a> <a href="https://www.example">complete Submission</a>	
	Approvals Task History Research Team	Letters Decisions			
	Name	Role	Result	Date	
	No entries.				

4. You will be taken to your study application again. Comments or questions from the reviewer or analyst will be signaled with "speech bubbles" next to the appropriate heading. Note that if the heading has not been selected, the speech bubble will be grey rather than green. Select one of the sections with a grey or green speech bubble.



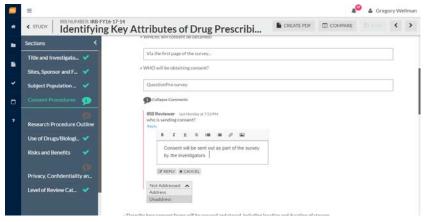
5. Where ever there is a comment in the section, a smaller speech bubble will appear. Click on "Expand Comments".

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•	< STUDY   IRB NUMBER: IRB-FY1 Identifying	6-17-14 Key Attributes of Drug Prescribi	< >
	Sections <	A consent statement will appear at the beginning of the survey	
	Title and Investigato 💅	WHERE will consent be obtained?	
	Sites, Sponsor and F 💙	Via the first page of the survey	1
*	Subject Population 💙	WHO will be obtaining consent?	_
۰	Consent Procedures 😰	CuestionPro survey	-1
	Research Procedure Outline	Questionary Usin Very	
	Use of Drugs/Biologi_ 🗸		
	Risks and Benefits 🛛 💙	<ul> <li>Describe how consent forms will be secured and stored, including totation and duration of storage NOTE: Federal Regulations require consent forms be maintained for a minimum of three (3) years from the study and date.</li> </ul>	
	Privacy, Confidentiality an	8 <u>7 1</u> 6 mm mm co mm	
	Level of Review Cat 💙	Stored electronically	

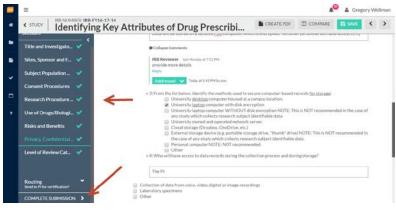
6. A drop down will appear with the comments for you to respond to. To respond to the comment, click "Reply"

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*	< STUDY IRB NUMBER: IRB-FY16-17-14 Identifying Key Attributes of Drug Pro	escribi		<	>
	Sections  Vite and Investigato  Vite and Investigato  Vite the first page of the survey Vite the first page of the survey Vite the bit processor and F  Vite the bit processor and F  Vite the bit processor and F  Consert Procedures				
7	Research Procedure Outline Use of Drugs/BiologL Risks and Benefits Privacy, Confidentiality an. Level of Review Cat.		l)		

7. Enter your response into the open text field. Click on the drop down toggle next to "Not Addressed" (in red) and switch it to "Addressed"



Respond to all of the comments made, by clicking on the sections with the speech bubbles. If you need to
edit text or information in the existing application, you will be able to do so under this edit. Toggle all
comments to "Addressed" (green). You should see green check boxes in the left-hand menu if you have
addressed all comments. Once responded/resolved to comments, select COMPLETE SUBMISSION
(bottom left)



- 9. Select CONFRIM
- 10. Select CERTIFY
- 11. Select CONFIRM