

Mentors & Consultants

The following slides will walk you through the process of certifying submissions for IRB review, or else returning submissions to students for further revisions

When your student has completed their IRB submission, and certified it for IRB review, you will receive an e-mail similar to the one to the right, from hsr@united.edu

Check to ensure your e-mail filter is not sending e-mails from hsr@united.edu to your Spam folder.

Once you receive this e-mail, we ask that you review the submission within two weeks of receipt.

The slides that follow walk you through the steps for reviewing the submission.

hsr@united.edu

2:05 PM



Initial Submission Requires Certification

[Details](#)

To: Justus H. Hunter, Justus H Hunter & 2 more

TO: Sample Student, Justus Hunter, Sample Mentor, Sample Consultant

United

FROM: United Institutional Review Board (IRB)

DATE: Dec 7, 2020 2:05:31 PM EST

RE: Initial Submission Requires Certification

STUDY #: United-20-21-34

STUDY TITLE: Training Studies

The Initial submission for the above-referenced study has been completed. This submission requires your approval as a member of the research team before it can be submitted to the United Institutional Review Board (IRB). Please log into Cayuse IRB [Cayuse IRB](#); review and certify this submission.

First, you need to log in.
If you've logged in
before, go to
united.cayuse424.com



Google Search I'm Feeling Lucky

Explore the making of today's out-of-this-world Doodle

Our website is: <https://united.edu/institutional-review-board/>

Enter your username and password

Username

Password

Sign in

Problems or questions? [Contact Support](#) ▶



Cayuse Research Suite

3.8.0

Research Administration Modules

- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)



Once inside, click on Cayuse IRB (Human Studies Compliance).

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Workflow](#)

Cayuse 424 allows you to manage your personal details.

You will not be allowed access to System Administration Applications.


Application Help

- [Research Suite Support Center](#)





You can reach Cayuse support here. We recommend you contact United Helpdesk before contacting Cayuse: onlinehelp@united.edu





Welcome to your Dashboard! You will see here a study is "Awaiting Authorization."
Click here to review the study: 

[+ New Study](#)

 **0**
In-Draft

 **1**
Awaiting Authorization

 **0**
Pre-Review

 **0**
Under Review

My Studies

United-20-21-34	Training Studies
---------------------------------	------------------

[View All](#)

My Tasks

United-20-21-34	Certify Submission
---------------------------------	--------------------

[View All](#)

Submissions by Type

Renewal	0
Initial	1
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

Approved Studies

--

Studies Expiring in 30 days ▾

--

Expired Studies

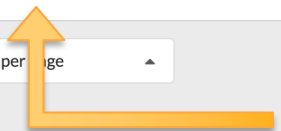
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Q Status: Awaiting Certification Status: Awaiting Org Approval

IRB#	Submission	Status	Review Type	PI	My Assignment	Decision	Create Date
United-20-21-34	Training Studies Initial	● Awaiting Certification	N/A	Sample Student	Co-Principal Investigator	--	12-07-2020

25 per page 1-1 of 1 1



There may be multiple submissions Awaiting Certification. In this case, there's only one. Click on the blue text to select the submission you want to review.

Studies / Study Details / Submission Details

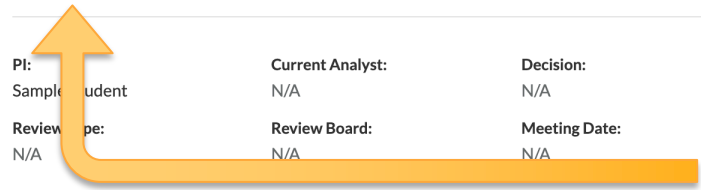


Awaiting Certification

Initial
United-20-21-34 - Training Studies

View PDF Delete Routing: Return Certify

Now you have a few options. The blue buttons on the right give you two options for routing the submission. You can either (1) Return to the student or (2) Certify the submission, thereby routing it to the IRB for review.



PI:	Current Analyst:	Decision:	Policy:	Required Tasks:
Sample Student	N/A	N/A	Post-2018 Rule	N/A
Review Type:	Review Board:	Meeting Date:		
N/A	N/A	N/A		

First, though, we need to take a look at the submission to decide where to route it. Click on "View" to see the submission.

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
Sample Student	Principal Investigator	Pending Certification	
Justus Hunter	Co-Principal Investigator	Pending Certification	



Sections	<
1- Getting Started	✓
2- Submission Infor...	✓
3- Project Informati...	✓
4- Hypothesis and ...	✓
5- Research Instrum...	✓
6- Human Subject R...	✓
7- Participant Prote...	✓
8- Conflict of Interest	✓
9- Attachments	✓
Routing	▼
Send to PI for certification?	

1- Getting Started

You can now view the entire submission in detail. We are asking that you focus your guidance on Sections 4 & 5 in particular, but you can see anything you like using the sidebar. Let's click on Section 3.

United HSR/IRB utilizes Cayuse, an interactive web application. As you answer questions, new sections relevant to the type of research being conducted will appear on the left-hand side. Therefore not all numbered sections may appear. You do not have to finish the application in one sitting. All information can be saved.

Additional information has been added throughout the form for guidance and clarity. That additional information can be found by clicking the question mark in the top-right corner of each section.

For more information contact hsr@united.edu.

Getting Started

Throughout the submission, you will be required to provide the following:

- Detailed Project Information
- Informed Consent Forms
- Project Recruitment Documents
- Other Documents As Needed



- Sections
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓
- 5- Research Instrum... ✓
- 6- Human Subject R... ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓

3- Project Information here, including the Faculty Mentors, Consultants, etc. The student should be both the Principal Investigator (PI) and Primary Contact (PC). Let's take a closer look at Section 4 by clicking here.

* What is your status at United?

Doctoral Student
 Faculty

* Study Personnel

Note: If you cannot find a person in the people finder, please contact the IRB Office immediately.

* Principal Investigator

Provide the name of the Principal Investigator of this study.

Name	Organization	Address	Phone	Email	Trainings
Sample Student	United			justus.hunter@gmail.com	View

* Primary Contact

Provide the name of the Primary Contact of this study.

Name	Organization	Address	Phone	Email	Trainings
Sample Student	United			justus.hunter@gmail.com	View

* Faculty Mentor(s)

Provide the name of the Faculty Mentor(s) advising this study.

Name	Organization	Address	Phone	Email	Trainings
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- Sections
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓
- 5- Research Instrum... ✓
- 6- Human Subject R... ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓

4- Hypothesis and Method

This Section is important for ensuring the scientific design of the project is sound. We want to see the problem, hypothesis, solution, and method are closely aligned and verifiable.

*Hypothesis

In one sentence, what is your project hypothesis? Use a brief and focused if-then statement.

Example 1:

If participants receive training and practice in hearing God's voice, then they will be able to discern God's voice.

Example 2:

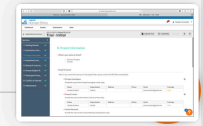
If participants listen to my sermons and participate in my small group study, then they will have a deeper understanding of Christ's divinity.

sample

For each section, we have included multiple examples of suitable responses. We encourage students to formulate their responses as they are formulated here. In this case, the hypothesis should be an if-then statement.

*Solution

What problem does your hypothesis solve?



- Sections <
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓
- 5- Research Instrum... ✓
- 6- Human Subject R... ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓

* Solution

What problem does your hypothesis solve?

Example 1:

My hypothesis solves the problem of the inability of Christians to discern God's voice. If Christians are unable to discern God's voice they are less likely to discern his blessings and more likely to be deceived.

Example 2:

My hypothesis solves the problem of Christians thinking Jesus is not divine. If Christians don't acknowledge Jesus' divinity, they are less likely to practice the faith extensively.

sample

We want to know how the hypothesis is related to the problem identified. Again, multiple examples are given. Students will be trained on the basic research concepts utilized here during the DMin intensives in Semesters 1, 3, & 4.

* Detailed Project Outline

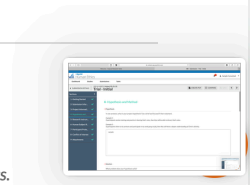
Give a step by step outline of your project. Keep it thorough yet concise.

Example 1:

Week 1

10 minutes to take Pre-surveys

15 minutes to create a journal entry on When you expect to hear God's voice or How God's voice is different then your normal thoughts whatever other prompts.



Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓**
- 5- Research Instrum... ✓
- 6- Human Subject R... ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓

*** Detailed Project Outline**

Give a step by step **outline** of your project. Keep it thorough yet concise.

Example 1:

Week 1
10 minutes to take Pre-surveys
15 minutes to create a journal entry on *When you expect to hear God's voice or How God's voice is different then your normal thoughts whatever other prompts.*
35 minutes for participants to voluntarily share entries and for researcher to provide feedback

Week 2
50 minute lesson on *Hearing God in the Old Testament*
10 minute break
45 minute group discussion on how the lesson can be applied
15 minute summary on the lesson and discussion along with prompts for journaling

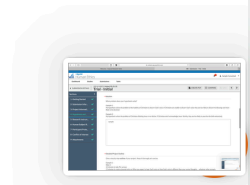
Week 3
50 minute lesson on *Hearing God in the New Testament*
10 minute break
45 minute group discussion on how the lesson can be applied
15 minute summary on the lesson and discussion along with prompts for journaling

Week 4
50 minute lesson on *Hearing God in the Christian Tradition*
10 minute break
45 minute group discussion on how the lesson can be applied
15 minute summary on the lesson and discussion along with prompts for journaling

Week 5
60 minute lesson on *Mark Virkler's 4 Keys to Hearing God's Voice*
10 minute break
30 minute group discussion on how the lesson can be applied
20 minute summary on the lesson and discussion along with prompts for journaling

Week 6
10 minutes to collect journals
10 minutes to take each summary

The detailed outline will be the longest entry, and is essential for the IRB to gain a clear grasp of all research with human subjects that will transpire in the project. Encourage students to be thorough but concise.



Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓**
- 5- Research Instrum... ✓
- 6- Human Subject R... ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓

***Project Verifiability**

How would you confirm that your method delivered to your participants what you originally set out to do.

Example 1:

Some of the ways I hope to track evidence of hearing God's voice in participants' journals and post-surveys are by the references to new insights that are both universal and personal.

Example 2:

The way I expect participants to articulate a new understanding of Christ's divinity in post-interviews and surveys is by increased references to the historic creeds and theologians of the church.

sample

This Section is important for ensuring the scientific design of the project is sound. We want to see the hypothesis is verifiable and that the project is designed in a way that is likely to deliver results and conclusions.

Now we can move on to Section 5.



Sections <

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓
- 5- Research Instrum... ✓**
- 6- Human Subject R... ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓

5- Research Instruments

This Section is important for ensuring the student is utilizing research instruments that are closely aligned with the hypothesis and method of the project.

*** Research Instruments**

Briefly describe the research methods you will use to test the hypothesis and evaluate the results (e.g. surveys, interviews).

sample

First, we need a brief, general description of the research instruments students will use in testing their hypothesis.

Then we will dig down in more detail with each instrument.

*** Surveys, Questionnaires, Interviews**

Will the study utilize surveys, questionnaires, or interviews?

Yes
 No

*** Insert the content of all surveys, questionnaires, or interviews. Be sure to label each one (e.g. pre-survey, post-interview)**



Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓
- 5- Research Instrum... ✓**
- 6- Human Subject R... ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓

*** Surveys, Questionnaires, Interviews**

Will the study utilize surveys, questionnaires, or interviews?

Yes
 No

If the student utilizes surveys, questionnaires, or interviews, we need to see the questions students will ask.

*** Insert the content of all surveys, questionnaires, or interviews. Be sure to label each one (e.g. pre-survey, post-interview).**

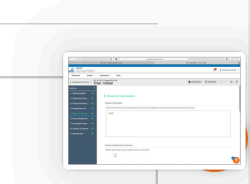
sample

Here we need to see every question the student plans to ask in each survey, questionnaire, or interview.

*** Testing your Hypothesis**

Explain how each individual question you ask, in each survey, interview, or questionnaire, might help you to evaluate your hypothesis.

sample



Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓
- 5- Research Instrum... ✓**
- 6- Human Subject R... ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓

***Testing your Hypothesis**

Explain how each individual question you ask, in each survey, interview, or questionnaire, might help you to evaluate your hypothesis.

sample

We also need to ensure that students are not asking questions that are not relevant to the hypothesis and method of the project, so students need to explain how they anticipate their questions to be useful data for the analysis of the project once it is completed.

***Other Project Instrument(s)**

Will your project utilize any predesigned instrument(s), such as personality scales (e.g. Meyers-Briggs Type Indicator), questionnaires, evaluation blanks, etc.

- Yes
- No

Sometimes students use predesigned instruments. If they say "Yes" here, a text area will appear for more information.

***Will the survey, questionnaire, interview, or any other materials record any information that can identify the participants?**

- Yes
- No



- Sections
- 1- Getting Started ✓
 - 2- Submission Infor... ✓
 - 3- Project Informat... ✓
 - 4- Hypothesis and ... ✓
 - 5- Research Instrum... ✓**
 - 6- Human Subject R... ✓
 - 7- Participant Prote... ✓
 - 8- Conflict of Interest ✓
 - 9- Attachments ✓

Will your project utilize any pre-designed instrument(s), such as personality scales (e.g., Meyers-Briggs-type indicator), questionnaires, evaluation blanks, etc.

Yes
 No

* Will the survey, questionnaire, interview, or any other materials record any information that can identify the participants?

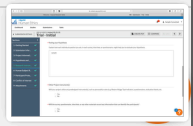
Yes
 No

* Describe all information you will gather and the means for collecting, recording, securely storing, and disposing of the information.

sample

Finally, we need to ensure that students are either retaining anonymity for participants or else taking sufficient steps to ensure the protection of participant information.

Once you have reviewed the full submission, return to the "Submission Details" page so you can render a decision.



Studies / Study Details / Submission Details



Awaiting Certification

Now you have sufficient information to decide where the submission should be routed next. Let's take a closer look at the two options.

Initial

United-20-21-34 - Training Studies

View PDF Delete

Routing: Return Certify

PI: Sample Student	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: N/A
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
Sample Student	Principal Investigator	Pending Certification	
Justus Hunter	Co-Principal Investigator	Pending Certification	



Option 1

Returning to the Student

In this case, the submission will be sent back to the student so that they can make revisions according to your guidance. We'll show you how to send your guidance inside Cayuse IRB.

Studies / Study Details / Submission Details



Awaiting Certification

If you want the student to make changes to the submission before it is sent on to the IRB, select "Return" here:



Initial
United-20-21-34 - Training Studies

View PDF Delete

Routing
Return **Certify**

PI: Sample Student	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: N/A
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
Sample Student	Principal Investigator	Pending Certification	
Justus Hunter	Co-Principal Investigator	Pending Certification	




1 **In-Draft**
Submission is with researchers

2 **Awaiting Authorization**
Submission is awaiting certification or approval


3 **Pre-Review**
Submission is being prepared for review

4 **Under-Review**
Submission is with reviewers

Return To Investigators



Are you sure you want to continue?

Click to confirm your decision: 

Awaiting Certification

Initial
United-20-21-34 - Training Studies

PI: Sample Student
Current A: N/A
Review Type: N/A
Review B: N/A

Routing:

Research Team

Name	Role	Result	Date
Sample Student	Principal Investigator	Certified	12-08-2020 4:04 PM
Justus Hunter	Co-Principal Investigator	Pending Certification	



The Cayuse IRB system auto-sends e-mails to all effected parties when a decision is rendered. In this case, when you confirm your decision to return the study to your student, the student, mentor(s), and faculty consultant will all be notified of the decision.

hsr@united.edu

2:02 PM



Initial Submission Returned to Investigators

[Details](#)

To: Justus H. Hunter, Justus H. Hunter & 3 more

TO: Sample Student, Sample Student, Justus Hunter, Sample Mentor, Sample Consultant
United

FROM: United Institutional Review Board (IRB)

RE: Initial Submission Returned to Investigators

STUDY #: United-20-21-34

STUDY TITLE: Training Studies

The United Institutional Review Board (IRB) has returned your submission and requires changes to be made before proceeding. Please contact the United Institutional Review Board (IRB) to discuss concerns and then log into Cayuse IRB [Cayuse IRB](#) to make all requested changes and resubmit your submission.

Thank you in advance for your prompt response. Please contact the IRB staff if you have any questions or concerns.



Unsubmitted

Initial
Unit: 20-21-35 - Trial

PI: Sample Student	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: ✓ Assign PI ✓ Assign PC • Complete Submission
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		

Approvals | Task History | Attachments

Research Team

Name	Role	Result	Date
No entries.			

After you confirm a "Return" decision, Cayuse will take you to this page so that you can input your guidance to the student on the study. To leave notes, or make any minor corrections, choose "Edit."

- Sections
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓
- 5- Research Instrum... ✓
- 6- Human Subject R... ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓
- Routing Send to PI for certification? ✓

1- Getting Started

About United IRB

...ication. As you answer questions, new sections relevant to the type of research being conducted will appear on the left-hand side. Therefore not all numbered sections may appear. You do not have to finish the application in one sitting. All information can be saved.

Additional information has been added throughout the form for guidance and clarity. That additional information can be found by clicking the question mark in the top-right corner of each section.

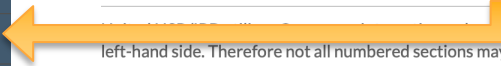
For more information contact hsr@united.edu.

Getting Started

Throughout the submission, you will be required to provide the following:

- Detailed Project Information
- Informed Consent Forms
- Project Recruitment Documents
- Other Documents As Needed

Now you can make comments on the submission. Navigate using the left sidebar to the section you want to edit. Let's choose section 4 to make some comments. Click here.



COMPLETE SUBMISSION >

United HSR/IRB

- You cannot begin any human subjects research until a formal approval letter from the chair of United HSR/IRB has been received.



Sections <

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓**
- 5- Research Instrum... ✓
- 6- Human Subject R... ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓

Routing ▼
Send to PI for certification?

COMPLETE SUBMISSION >

4- Hypothesis and Method

Now we can see the student's entries to each question, and can type in the same text areas where they've been working. Click in a text area below to add your guidance.

* Hypothesis

In one sentence, what is your project hypothesis? Use a brief and focused if-then statement.

Example 1:

If participants receive training and practice in hearing God's voice, then they will be able to discern God's voice.

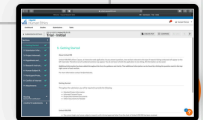
Example 2:

If participants listen to my sermons and participate in my small group study, then they will have a deeper understanding of Christ's divinity.

Rich text editor toolbar: B, I, U, S, bulleted list, numbered list, link, image.

Text area containing: sample

* Solution



- Sections <
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓
- 5- Research Instrum... ✓
- 6- Human Subject R... ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓
- Routing >
Send to PI for certification?
- COMPLETE SUBMISSION >

4- Hypothesis and Method

* Hypothesis

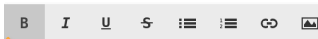
In one sentence, what is your project hypothesis? Use a brief and focused if-then statement.

Example 1:

If participants receive training and practice in hearing God's voice, then they will be able to discern God's voice.

Example 2:

If participants listen to my sermons and participate in my small group study, then they will have a deeper understanding of Christ's divinity.



sample

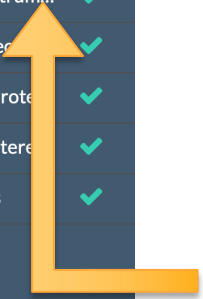
SM: This needs to be rewritten in a similar format to the two examples.

Make sure you make clear what you are asking the student to change. One good method is to open each comment with your initials (SM here for "Sample Mentor"). Click the B to make your comments appear in bold.

* Solution

Sections <

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓**
- 5- Research Instrum... ✓
- 6- Human Subjec... ✓
- 7- Participant Protec... ✓
- 8- Conflict of Inter... ✓
- 9- Attachments ✓



*** Solution**


What problem does your hypothesis solve?

Example 1:

My hypothesis solves the problem of the inability of Christians to discern God's voice. If Christians are unable to discern God's voice they are less likely to discern his blessings and more likely to be deceived.

Example 2:

My hypothesis solves the problem of Christians thinking Jesus is not divine. If Christians don't acknowledge Jesus' divinity, they are less likely to practice the faith extensively.

B I U    

sample

SM: Be sure that your first and second sentence are clearly and tightly connected.

Continue leaving comments to any entries you would like the student to change.

When you're done with this section, use the sidebar to navigate to the next section that requires guidance.

*** Detailed Project Outline**

Give a step by step **outline** of your project. Keep it thorough yet concise.

Example 1:

Week 1

10 minutes to take Pre-surveys



- Sections <
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Hypothesis and ... ✓
- 5- Research Instrum... ✓
- 6- Human Subject R... ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓
- Routing >
Send to PI for certification?

*Testing your Hypothesis

Explain how each individual question you ask, in each survey, interview, or questionnaire, might help you to evaluate your hypothesis.

B I U S :|:| :|:|

sample

SM: I think you are asking too many questions that aren't clearly related to your hypothesis. Make sure that everything you ask is oriented around your hypothesis.

Continue leaving comments to any entries you would like the student to change. The software will autosave as you work. If you want to make sure your input is saved, check to see the "Save" button has faded here:

*Other Project Instrument(s)

Will your project utilize any predesigned instrument(s), such as personality scales (e.g. Meyers-Briggs Type Indicator), questionnaires, evaluation blanks, etc.

- Yes
- No

*Will the survey, questionnaire, interview, or any other materials record any information that can identify the participants?

- Yes
- No

To: sample student

Cc:

Bcc:

Subject: Comments

From: Justus Hunter – jhhunter@united.edu

Signature: Signature #2

Sample Student,

I've just revisited your submission to the IRB and left comments in boxes where you need to make corrections before we pass it on to the IRB. Let me know if you have any further questions.

Kind regards,

Sample Mentor

Once you have made all your suggestions on the student's submission, be sure to send an e-mail to the student letting them know you have done so, as the software will not auto-send an e-mail at this point.

Once that's done, you have completed the process of returning a submission to the student for revisions. Now you can work with the student on making the changes before they resubmit the submission for you to certify.

Option 2

Certifying the submission

In this case, the submission will be sent on to the IRB so that the IRB office can begin the process of reviewing the submission.

Studies / Study Details / Submission Details



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Routing: Return **Certify**

If you have viewed the submission and are satisfied that it is now ready to be sent on to the IRB for review, you need to Certify the study. Click here:

PI: Sample Student	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: N/A
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
Sample Student	Principal Investigator	Pending Certification	
Justus Hunter	Co-Principal Investigator	Pending Certification	



Studies Study Details Submission Details

In-Draft
Submission is with researchers


Awaiting Certification

Initial
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PI: Sample Student
Review Type: N/A

Certify



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 and Primary Contact 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.

Confirm your agreement here:

Under-Review
Submission is with reviewers

Routing:

Approvals Task History Attachments

Name	Role	Result	Date
Sample Student	Principal Investigator	Pending Certification	
Justus Hunter	Co-Principal Investigator	Pending Certification	



That's it!

Now the IRB will review the submission and work with your student to refine the project in a way that ensures it is scientifically sound and consistent with best practices of Human Subjects Research.

If at any point you have any questions, contact
hsr@united.edu