How to Edit a Returned Submission

To login, go to united.cayuse424.com
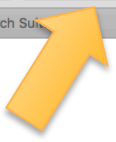
https://idp.cayuse424.com:9445/idp/Authn/UserPassword

Enter your username and password

Username

Username

Password

Password

Sign in

Problems or questions? Contact Support ▶

cayuse IRB

10

Irene Investigator

Dashboard   Studies   Submissions   Tasks

If your Submission is Returned, it goes back to "In-Draft".
Click here.

+ New Study

1
In-Draft

1
Awaiting Authorization

0
Pre-Review

0
Under Review

My Studies

United-19-20-1	Sample Study
United-18-19-13	Study to walk through the process. Created 12:42 on 5/4 as nfgifford0
IRB-FY2020-5	Monday Sample Study - 4/22
IRB-FY2020-1	Test study JHH
Legacy-ABC-123	Books Might Make You Smarter

View All

My Tasks

United-19-20-1	Complete Submission
United-18-19-13	View Submission
United-18-19-13	Certify Submission

View All

Submissions by Type

Renewal	0
Initial	6
Modification	1
Incident	0
Withdrawal	0
Closure	0
Legacy	1

Approved Studies

| IRB-FY2020-5 | Monday Sample Study - 4/22 |
| IRB-FY2020-1 | Test study JHH |

Studies Expiring in 30 days ▾

Expired Studies

| Legacy-IRB-2017-035 | Effects of Social Media Use in Early Childhood |

1

cayuse IRB

Irene Investigator

Dashboard   Studies   **Submissions**   Tasks

🔍   ⊗ Status :   Unsubmitted   ⊗ Status :   Reopened   ⊗

IRB#	Submission	Status	Review Type	PI	My Assignment	Decision	Create Date
United-19-20-1	**Sample Study** Initial	⬤ Reopened	*N/A*	Irene Investigator	Principal Investigator, Primary Contact	--	02-24-2020

25 per page   1-1 of 1   ← 1 →

Click here to edit your proposal.

cayuse IRB

10 👤 Irene Investigator ▾

Dashboard   Studies   Submissions   Tasks

Studies / Study Details / Submission Details

| 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 |

Reopened

Initi
Unit   19-20-1 - Samp

Since your submission was returned, you simply need to edit what you submitted in line with the feedback you received. Click here to edit.

✏️ Edit   PDF ▾   🗑 Delete

PI:	**Current Analyst:**	**Decision:**	**Policy:**	**Required Tasks:**
Irene Investigator	Ida Analyst-IRB	N/A	Post-2018 Rule	✓ Assign PI
Review Type:	**Review Board:**	**Meeting Date:**		✓ Assign PC
N/A	N/A	N/A		• Complete Submission

Approvals   Task History   Attachments

Research Team

Name	Role	Result	Date
No entries.			

?

cayuse IRB

🔔 10   👤 Irene Investigator ▾

Dashboard   **Studies**   **Submissions**   **Tasks**

❮ STUDY

IRB NUMBER: **United-19-20-1**
Sample Study - Initial

📄 CREATE PDF   📖 COMPARE   💾 SAVE   ❮   ❯

Sections ❮

1- Getting Started	✔
2- Submission Infor...	✔
3- Project Informati...	✔
4- Project Design	①
5- Human Subject R...	✔
6- Project Process	✔
7- Participant Protection	①
8- Conflict of Interest	
9- Attachments	

Routing ⌄
Send to PI for certification?

COMPLETE SUBMISSION ❯

1- Getting Started

About United IRB

United 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 it the top-right corner of each section.

For more information ********
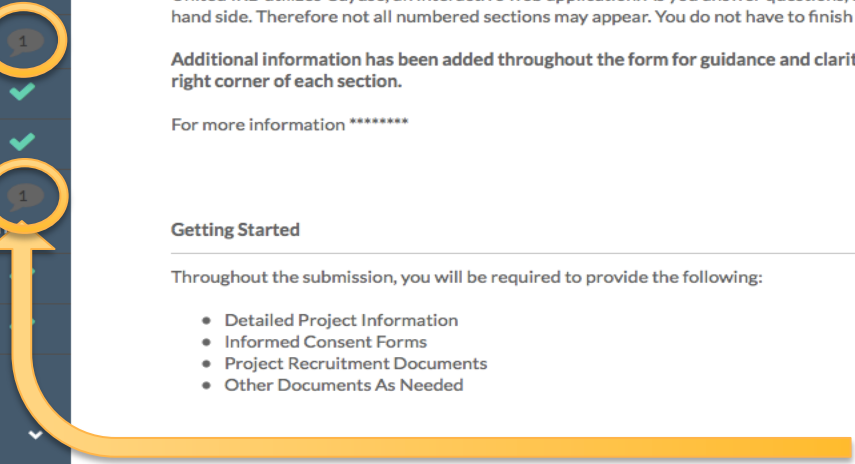
Getting Started

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

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

United IRB

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

You are now inside your Initial submission. You will see comments made by the reviewer(s) of your proposal that will alert you to issues that need to be addressed before your submission is ready for review by the IRB. They appear as comments here. Click on one of the comment boxes.

10

Irene Investigator

CREATE PDF   COMPARE   SAVE   ‹   ›

Sections ‹

1- Getting Started ✔

2- Submission Infor... ✔

3- Project Informati... ✔

4- Project Design 1

5- Human Subject R... ✔

6- Project Process ✔

1

7- Participant Protection

8- Conflict of Interest ✔

9- Attachments ✔

Routing ⌄
Send to PI for certification?

COMPLETE SUBMISSION ›

* **Hypothesis Verifiability**

Once your project is complete, how would you know whether your hypothesis is true or false?

B   I   U   S̶   ☰   ☰   🔗   🖼

If data denotes rise in Z, then X had Y impact.

💬 1 Expand Comments

Comments will be attached to
particular boxes so you know
where you need to work. Click
"Expand Comments"

* **Expected Impact**

Explain how you expect this project will impact your project participants.

B   I   U   S̶   ☰   ☰   🔗   🖼

1

cayuse IRB

Dashboard   Studies   Submissions   Tasks

Irene Investigator

IRB NUMBER: **United-19-20-1**

Sample Study - Initial

‹ STUDY

CREATE PDF   COMPARE   SAVE ‹ ›

Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ⬤1
- 5- Human Subject R... ✓
- 6- Project Process ✓
- 7- Participant Protection
- 8- Conflict of Interest ✓
- 9- Attachments ✓

Routing
Send to PI for certification?

COMPLETE SUBMISSION ›

* **Hypothesis Verifiability**

Once your project is complete, how would you know whether your hypothesis is true or false?

B *I* U S ☰ ☰ 🔗 🖼

If data denotes rise in Z, then X had Y impact.

Now you can see the feedback from your reviewer(s) here.

Any comments will need to be addressed before you resubmit. In order to address the comment, you may need to update your proposal. To do so, click in the box and edit your prior entry.

1 Collapse Comments

Ida Analyst-irb   Today at 2:49 PM
How are Z and Y connected? Are you sure Z will indicate Y?
Reply

Not Addressed ⌄

* **Expected Impact**

Explain how you expect this project will impact your project participants.

B *I* U S ☰ ☰ 🔗 🖼

Increase in Z.

cayuse IRB

🔔 10   👤 Irene Investigator ▾

Dashboard   Studies   Submissions   Tasks

‹ STUDY

IRB NUMBER: **United-19-20-1**
Sample Study - Initial

📄 CREATE PDF   ▢ COMPARE   💾 SAVE   ‹   ›

Sections ‹

✔ 1- Getting Started

✔ 2- Submission Infor...

✔ 3- Project Informati...

4- Project Design   💬 1

✔ 5- Human Subject R...

✔ 6- Project Process

💬 1
7- Participant Protection

✔ 8- Conflict of Interest

✔ 9- Attachments

Routing ▾
Send to PI for certification?

COMPLETE SUBMISSION ›

* **Hypothesis Verifiability**

Once your project is complete, how would you know whether your hypothesis is true or false?

B I U S̶ ☰ ☰ 🔗 🖼

If data denotes rise in Z, then X had Y impact.

💬 1 Collapse Comments

Analyst-irb   Today at 2:49 PM
How are Z and Y connected? Are you sure Z will indicate Y?
Reply

B I U S̶ ☰ ☰ 📎 🖼

📝 SAVE   ✖ CANCEL

Not Addressed ▾

If you want to explain to your reviewer(s), you can do so by clicking "Reply." (Note: you will likely still need to edit your entry above.)

* Expected Impact

❓ 1

‹ STUDY | IRB NUMBER: **United-19-20-1**
Sample Study - Initial

CREATE PDF   COMPARE   SAVE   ‹   ›

Sections ‹

1- Getting Started ✔

2- Submission Infor... ✔

3- Project Informati... ✔

4- Project Design   1

5- Human Subject R... ✔

6- Project Process ✔

    1
7- Participant Protection

8- Conflict of Interest ✔

9- Attachments ✔

Routing ✕
Send to PI for certification?

COMPLETE SUBMISSION ›

* **Hypothesis Verifiability**

Once your project is complete, how would you know whether your hypothesis is true or false?

B *I* U̲ S̶ ☰ ☰ 🔗 🖼

If data denotes rise in Z, then X had Y impact.

Type any explanation you would like to share with your reviewer, but not to the final submission that will go to the IRB, here. Remember to click "Save."

1 Collapse Comments

Ida Analyst-irb Today at 2:49 PM
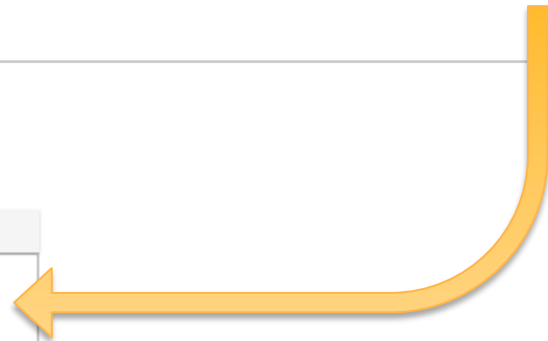How are Z and Y connected? Are you sure Z will indicate Y?
Reply

B *I* U̲ S̶ ☰ ☰ 📎 🖼

Because of _____ Z should indicate Y, however, I will have to admit _____.

✎ SAVE   ✕ CANCEL

Not Addressed ⌄

🔳 CREATE PDF   ▯ COMPARE   💾 SAVE   ◀   ▶

Sections ◀

1- Getting Started	✔
2- Submission Infor...	✔
3- Project Informati...	✔
4- Project Design	1
5- Human Subject R...	✔
6- Project Process	✔
7- Participant Protection	1
8- Conflict of Interest	✔
9- Attachments	✔

Routing ⌄
Send to PI for certification?

COMPLETE SUBMISSION ▶

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* **Hypothesis Verifiability**

Once your project is complete, how would you know whether your hypothesis is true or false?

B *I* <u>U</u> ~~S~~ ☰ ☰ 🔗 🖼

> If data denotes rise in Z, then X had Y impact.

💬 **1** Collapse Comments

Ida Analyst-irb   Today at 2:49 PM
How are Z and Y connected? Are you sure Z will indicate Y?
Reply

> **Irene Investigator**   Today at 2:58 PM
> Because _____, Z should indicate Y.
> Edit Reply

Not Addressed ▲
Address
Unaddress

Once you have edited your proposal above and saved any comments for the reviewer(s), click the dropdown menu and select "Address."

* **Expected Impact**

cayuse IRB

10 👤 Irene Investigator ▾

Dashboard   Studies   Submissions   Tasks

IRB NUMBER: **United-19-20-1**
Sample Study - Initial

📄 CREATE PDF   ▢ COMPARE   💾 SAVE   ‹   ›

Sections   ‹

1- Getting Started ✔
2- Submission Infor... ✔
3- Project Informati... ✔
4- Project Design ✔
5- Human Subject R... ✔
6- Project Process ✔

💬 1

7- Participant Protection
8- Conflict of Interest
9- Attachments

Routing
Send to PI for certification?

COMPLETE SUBMISSION ›

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* **Hypothesis Verifiability**

Once your project is complete, how would you know whether your hypothesis is true or false?

| **B** | *I* | U̲ | S̶ | ☰ | ☷ | 🔗 | 🖼 |

If data denotes rise in Z, then X had Y impact.

💬 Collapse Comments

Ida Analyst-irb   Today at 2:49 PM
How are Z and Y connected? Are you sure Z will indicate Y?
Reply

    Irene Investigator   Today at 2:58 PM
    Because _____, Z should indicate Y.
    Edit Reply

    Addressed ▾   Today at 2:58 PM by you

Once you have addressed the issue, it will appear like this. Now you can move on to the next comment.

* **Expected Impact**

Explain how you expect this project will impact your project participants.

1   **?**

cayuse IRB

🔔 10 👤 Irene Investigator ▾

Dashboard   Studies   Submissions   Tasks

‹ STUDY

IRB NUMBER: **United-19-20-1**
Sample Study - Initial

📄 CREATE PDF   ▯ COMPARE   💾 SAVE   ‹   ›

Sections ‹

1- Getting Started	✔
2- Submission Infor...	✔
3- Project Informati...	✔
4- Project Design	✔
5- Human Subject R...	✔
6- Project Process	✔

7- Participant Protection 💬1

| 8- Conflict of Interest | ✔ |
| 9- Attachments | ✔ |

Routing ▾
Send to PI for certification?

COMPLETE SUBMISSION ›

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* **Informed Consent Form**

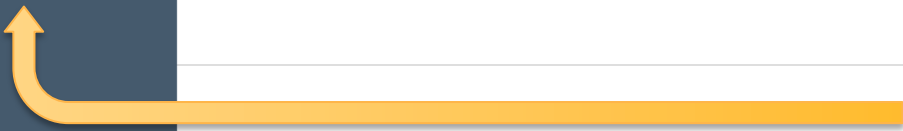Attach a copy of your informed consent form(s).

[ATTACH]

📄 United Consent Form (19Sept... | ✖

💬1 Collapse Comments

Ida Analyst-irb   Today at 2:50 PM
This is a generic form. Upload one with relevant personal information.
Reply

| Not Addressed ▲ |
| Address |
| Unaddress |

In this case, you will need to submit another document, so delete this one by clicking X and then attach another.

‹   ›   ❓ 1

Sample Study - Initial

📄 CREATE PDF   🗔 COMPARE   💾 SAVE   ◀   ▶

‹ STUDY

Sections ‹

1- Getting Started ✔

2- Submission Infor... ✔

3- Project Informati... ✔

4- Project Design ✔

5- Human Subject R... ✔

6- Project Process ✔

7- Participant Prote... ✔

8- Conflict of Interest ✔

9- Attachments ✔

Routing ∨
Send to PI for certification?

COMPLETE SUBMISSION ›

* **Informed Consent Form**

Attach a copy of your informed consent form(s).

ATTACH

📄 United Consent Form (19Sept...   ✖

💬 Collapse Comments

Ida Analyst-irb   Today at 2:50 PM
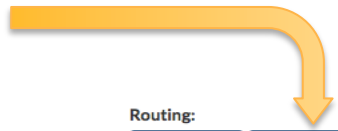This is a generic form. Upload one with relevant personal information.
Reply

Addressed ∨   Today at 2:59 PM by you

Don't forget to mark the issue as "Addressed."
Once all comments are Addressed, you're ready to complete your submission.
Click here.

◀   ▶   1

❓

cayuse
IRB

Dashboard   Studies   Submissions   Tas

IRB NUMBER: **United-19-20-1**
Sample Study - Initial

CREATE PDF   ☐ COMPARE   💾 SAVE   ◀   ▶

SUBMISSION ROUTING

Are you sure you want to continue?

⊘ CANCEL   ✓ CONFIRM

Sections ‹

1- Getting Started	✔
2- Submission Infor...	✔
3- Project Informati...	✔
4- Project Design	✔
5- Human Subject R...	✔
6- Project Process	✔
7- Participant Prote...	✔
8- Conflict of Interest	✔
9- Attachments	✔

Routing ▾
Send to PI for certification?

COMPLETE SUBMISSION ›

Confirm you are satisfied with your changes by clicking here.

* Informed Consent Form

Attach a copy of your informed consent form(s).

ATTACH

📄 United Consent Form (19Sept... | ✖

💬 Collapse Comments

Ida Analyst-irb   Today at 2:50 PM
This is a generic form. Upload one with relevant personal information.
Reply

Addressed ▾   Today at 2:59 PM by you

◀   ▶   1

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cayuse IRB

Dashboard   Studies   Submissions   Tasks

Irene Investigator

✓	In-Draft	2	Awaiting Authorization	3	Pre-Review	4	Under-Review
	Submission is with researchers		Submission is awaiting certification or approval		Submission is being prepared for review		Submission is with reviewers

Awaiting Certification

Initial
United-19-20-1 - Sample Study

👁 View   PDF ▾   🗑 Delete

You need to certify your submission, so click here.

Routing:

Return   Certify

PI:
Irene Investigator

Current Analyst:
Ida Analyst-IRB

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
Irene Investigator	Principal Investigator	Pending Certification	

cayuse IRB

Dashboard   Studies   Submissions   Tasks

Irene Investigator

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

Under-Review
Submission is with reviewers

Awaiting Certification

Initial
United-19-20-1 - Sample Study

View   PDF   Delete

Routing:

Return   Certify

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.

Read and, if true, confirm.

Cancel   Confirm

PI:
Irene Investigator

Current A...
Ida Analy...

Review Type:
N/A

Review B...
N/A

Approvals   Task History   Attac...

Research Team

Name	Role	Result	Date
Irene Investigator	Principal Investigator	Pending Certification	