New IRB Protocol Submission Quick Start Guide

Instructions to submit a new study in Cayuse IRB:

- 1. Login to Cayuse IRB using your CSUEB username and password (https://csueastbay.cayuse424.com).
- 2. From your "Dashboard" select the New Study button in the top right corner.



3. Enter the study title and select the checkmark to proceed.

68	≡ Study	Details		👗 Lea	ah Varga
•	Studies / Study Details		+ No		
•	Study Details	Submissions			
*	Study Title Goes Here		6		
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4. Select the New Submission button at the top right corner.

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-	Study Details	Submissions
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×	IRB-16-17-52 Study title goes here	
0	Delete	

5. Select Initial from the dropdown menu. This is creating your initial submission form.

Studies / Study Details	+ New Submissio
Study Details	Submissions
Unsubmitted	
TR-15-16-19 Study Title Goes Here	

6. Several tasks will be listed under Required Tasks that must be completed before a submission can be made. Complete those by clicking on the blue hyperlinked tasks or by clicking Edit. Both options take you into the form.

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
Unsubmitted Initial 19-50 - GWEN'S PI Selection Test-Save for testing student access to Cayu C Edit PDF Delete	use IRB		
PI: Current Analyst: N/A Review Type: Review Board: N/A N/A N/A	Decision: Policy: N/A Pre-201 Meeting Date: N/A	3 Rule • Assian PI • <u>Assian PC</u> • <u>Complete Submission</u>	

- 7. A Primary Contact (PC) is automatically assigned and will be the person who is logged in and completes the form and this is also normally the PI. A PI must be assigned and can be the same as the PC.
- 8. All required questions are marked with a red asterisk. When sections have all required questions completed, a green checkmark will appear.



9. Click COMPLETE SUBMISSION > on the left tab if you have completed the application and it is ready to be routed through the approval process. This will only appear once all required tasks/questions with a red asterisk are complete.



10. A pop-up will ask you to Confirm that you are ready to submit. This will bring you back to the Submission Details.

VERY IMPORTANT!!!

11. Select Certify to "sign" and finalize your submission. This step must be completed before the application is received by the IRB.

TR-15-16-19 - Study Title Goes Here			Routing:	
Wiew PDF •	fi Dalate			Return Certify
PI:	Current Analyst:	Decision:	Required Tasks:	
Leah Vargas	N/A	N/A	N/A	
Review Type:	Review Board:	Meeting Date:		
N/A	N/A	N/A		

12. The application will be routed through the "signature" process, which may require the same Certification process by the Co-PI or Faculty Advisor.

For questions, please contact Tina Avilla at (510) 885-4476 or irb@csueastbay.edu.