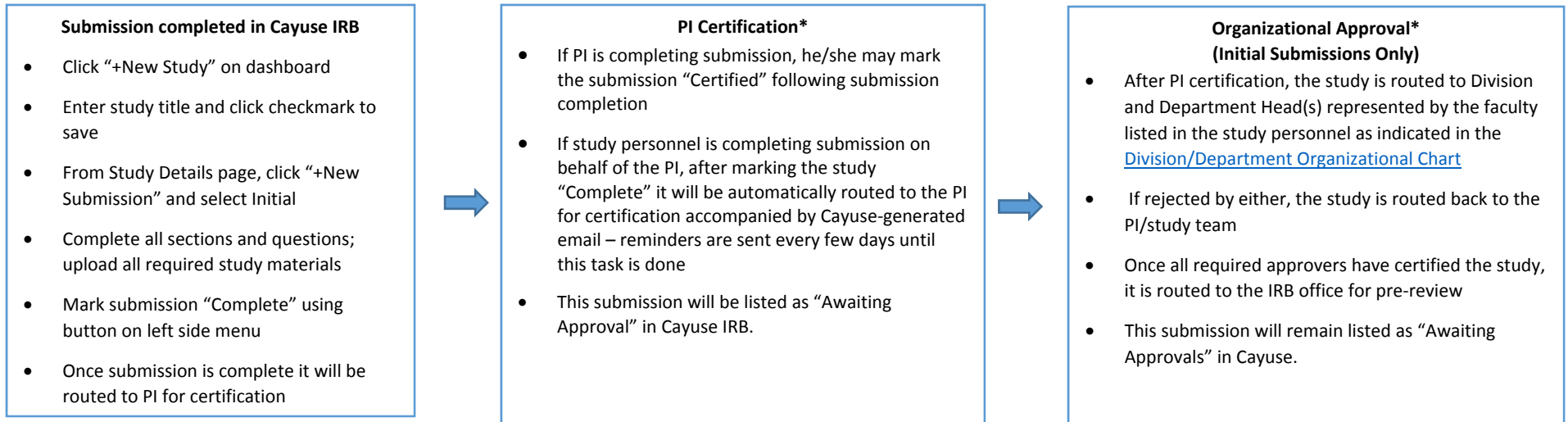


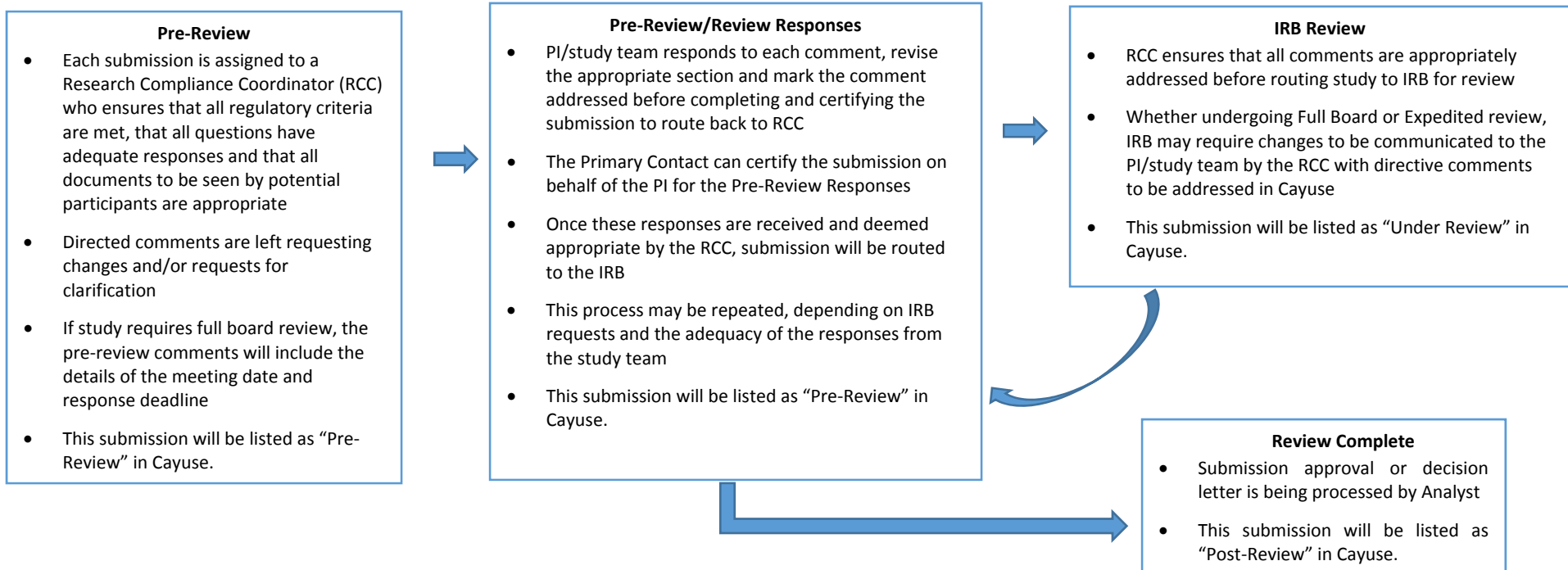
Cayuse IRB Submission Process

1. Prior to receipt by IRB Administrative Staff, submission must be completed, certified by the PI and approved by Organizational approvers.

*Once a submission is routed to PI and/or Org Approver(s), only those individuals have access to it until they've certified, approved or returned it to investigators.



2. Once submission is received by IRB Administrative staff, the review process begins.



Cayuse IRB Tracking

PI/study personnel can track the specific status of a submission pending in Cayuse by following these steps:

1. Select the study in question on the “My Studies” tile on the dashboard.
2. At the top of the “Study Details” page, select “Submissions.”
3. Select the Submission you’re tracking.
4. Select “Task History” on the “Submission Details” page to see the status of the study – select the “Approvals” tab to see the pending certification(s) for the study – select “Letters” to see any letters issued in association with this submission.
5. The tiles at the top of Submission Details page indicate the submission status as follows:
 - In-Draft: Submission is with researchers, has not yet been “completed”
 - Awaiting Approvals: Submission is awaiting certification or approval by PI and/or organizational approvers
 - Pre-Review: Submission is being pre-reviewed by IRB Administrative Staff as listed as “Analyst” on submission details page
 - Under-Review: Submission is with IRB reviewer(s)

Cayuse IRB Tasks

You may receive an email from Cayuse IRB or notice a study populating in your tasks list. The tasks are defined as follows:

Complete Submission:	Complete using Edit/View function any sections not yet completed on a submission that has been started but not routed to PI/Org Approver/IRB. This may also apply when a submission is returned for clarifications/edits from the PI/study team.
View Submission:	View submission that has been routed to PI/Org Approver/IRB with View function. No edit capabilities at this stage.
Certify Submission:	Once a completed submission is submitted by the Primary Contact, the PI will have the option to “Return” submission to Investigator or “Certify” a completed submission by accessing the Submission Details page and clicking either option. Certifying this submission will route it to the Division and Department Head(s) represented by the faculty listed in the study personnel as indicated in the Division/Department Organizational Chart for initial submissions. For all other submissions, this will now be routed to the IRB Administrative Office for Pre-Review.