

Getting Started with Cayuse

This *Getting Started with Cayuse* is the starting point for using Cayuse to submit your protocol to the CSUDH IRB. After reading it, please return to the CSUDH IRB¹ website, where PDFs of additional *Guides* you will need to submit your protocol via Cayuse are posted. The names of these *Guides*, along with which one does what, are contained at the end of this document.

When referring to “faculty” in this and all other IRB documents, please note that this also includes qualified administrators and staff who conduct research as well.

Happy Research!

Only Faculty PIs at CSUDH

Only faculty members and qualified administrators and staff can serve as Principal Investigators (PIs) on submitted research protocols; Students are not permitted to serve as PIs.

The PI is responsible for ensuring that the submission conforms to federal and CSUDH guidelines. This includes but is not limited to technical and research methodology considerations, and grammatical and typographical errors.

Students can be added to the protocol as co-researchers in Cayuse. We ask that you review, double-check, and carefully make sure everything is accurate and polished before the protocol is submitted.

If one or more students are involved in this protocol, please note that the faculty PI is responsible for supervising and verifying that all requested modifications are made before the protocol is certified within Cayuse which send the completed protocol to the IRB for review.

Submissions received will be pre-reviewed and may be routed via Cayuse back to the PI without IRB consideration, and the PI will be asked to revise/update the protocol accordingly.

CITI Certification Required for All Participating Researchers

All participating researchers must complete or have successfully completed the free Human Subjects Certification program known as CITI, before submitting the protocol on Cayuse. Online and all self-directed, CITI can be completed all at once or at different times.

After completing all sections and generating a final score of 80 percent or higher, make sure to download a copy of your certification for safekeeping. Faculty PIs should have access to the CITI certifications of all project-affiliated researchers, including students, to submit with the protocol.

For more information, click on this link: <https://www.citiprogram.org/index.cfm?pageID=14>

No More Email Submissions

Effective Summer 2023, the CSUDH IRB will not accept emailed submissions of new protocols. If you have already submitted your protocol and are working with us, the email system can be used.

What Is the Process Like?

It might help to think of Cayuse as a file cabinet where your file contains your proposed protocol.

Both you and the IRB can go into the file, look at it, and update the contents within it.

Step 1: Submitting the protocol. The first step in the process, from the IRB's vantage, is when the PI has completed the submission to Cayuse.

Step 2: The IRB communicates via Cayuse. The IRB can (a) grant approval or (b) communicate with the PI requesting modifications, clarifications, or produce new documents. Option (b) can repeat a few times, unless the protocol is determined ready for approval.

Cayuse will generate communications between the PI and the IRB. That communication will direct you to your submission, where you will find feedback, comments, and other indicators that require your attention. Once these are addressed, you will again verify that your submission is complete and route it back to the IRB via Cayuse.

What Kind of Review is Required?

There are three types of studies classified by the federal government.

- 1) Exempt
- 2) Expedited
- 3) Full Committee Review

Each submission's level of review depends on many factors including risk and the subjects themselves.

What Do I Do If I Get Stuck?!

Take a deep breath first. You'll get it!

Please contact the IRB directly at irb@csudh.edu.

If you encounter challenges or feel like you need it, please contact me directly via email at sdeinbinder@csudh.edu or calling me at 310-243-2349, seven days a week, from 11 am to 11 pm: I'll reply within 24-hours.