



Cayuse Human Ethics:
Editing & Resubmitting a Reopened Study

Editing and Re-submitting a Reopened Submission

How to address changes requested by the IRB

On the Dashboard, click here to view your studies

+ New Study

 8
In-Draft

 0
Awaiting Authorization

 0
Pre-Review

 2
Under Review

My Studies

IRB-FY2019-	
IRB-FY2021-	
IRB-FY2020-	
IRB-FY2019-	
IRB-FY2019-	

[View All](#)

My Tasks

IRB-FY2021-	Complete Submission
IRB-FY2020-	Complete Submission
IRB-FY2019-	Complete Submission
IRB-FY2019-	Complete Submission
IRB-FY2019-	Complete Submission

[View All](#)

Submissions by Type

Renewal	0
Initial	11
Modification	0
Incident	0
Withdrawal	1
Closure	0
Legacy	0

Approved Studies

IRB-FY2018-	Test Study
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Studies Expiring in 30 days

Expired Studies

IRB-FY2019-	
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Click to search

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
IRB-FY2021-		Unsubmitted		N/A	N/A	02-16-2021
IRB-FY2020-		Unsubmitted			N/A	10-16-2019
IRB-FY2019-		Unsubmitted			N/A	04-18-2019
IRB-FY2019-		Under Review			N/A	04-03-2019
IRB-FY2019-		Unsubmitted			N/A	03-01-2019
IRB-FY2019-		Unsubmitted			N/A	12-21-2018
IRB-FY2019-		Expired		12-11-2019	N/A	12-11-2018
IRB-FY2019-		Requires Changes			N/A	12-11-2018
IRB-FY2018-		Unsubmitted			N/A	08-22-2018

Click on the Study that Requires Changes

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Requires Changes

➤ Click on the Active Submission Type

- Initial
- Modification
- Renewal
- Incident
- Closure

The screenshot shows the 'cayuse Human Ethics' interface. The user is logged in as 'IRBResearcher'. The navigation menu includes 'Dashboard', 'Studies', 'Submissions', and 'Tasks'. The current page is 'Study Details' for 'IRB-FY17-6 Sample Study'. The study is in an 'Approved' state. There are buttons for 'PDF', 'Delete', and 'Link Proposal'. The study details are as follows:

Approval Date: 05-16-2018	Expiration Date: N/A	Organization: STEINHARDT - Department of Applied Statistics, Social Science, and Humanities Current Policy Post-2018 Rule	Active Submissions: Modification Sponsors: N/A
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A blue callout box with the text 'Click on the appropriate Submission' points to the 'Modification' link. Below the details is a 'Key Contacts' table:

Team Member	Role	Number	Email
IRBResearcher	Principal Investigator		
IRBResearcher	Primary Contact		



Reopened

Modification

IRB-FY17-6 - Sample Study

Edit PDF Delete

PI: IRBResearcher	Current Analyst: IRBAnalyst	Submission: Return to PI	Policy:	Required Tasks:
Review Type: Expedited	Review Board: Testing Board	Meeting Date: N/A		

Click here to edit the Submission

Approvals Task History Letters Attachments

Research Team

Name	Role	Result	Date
No entries.			



Logo: cayuse Human Ethics

Navigation: Dashboard Studies Submissions Tasks

IRB NUMBER: IRB-FY17-6

Sample Study - Modification

Buttons: CREATE PDF COMPARE SAVE

Sections:

- Amendment Details **1**
- Screening Questions ✓
- Research Personnel ✓
- Project Information ✓
- Project Informatio... ✓
- Use of Deception in... ✓
- Participants ✓
- Consent & Privacy ✓
- Data Confidentiality ✓
- Exempt Supplement ✓
- Attachments ✓

Routing: Send to PI for certification? **6** ?

COMPLETE SUBMISSION >

Amendment Details

Please provide a brief description.

test

Expand Comments

Is your study funded by the NIH (National Institutes of Health)?

Yes
 No

Indicate all below that were amended:

A bubble with the number of comments will display in each section needing changes

Clicking on Expand Comments will allow you to read and address the Reviewer's comments

Sections

Amendment Details 1

Screening Questions ✓

Research Personnel ✓

Project Information ✓

Project Informatio... ✓

Use of Deception in... ✓

Participants ✓

Consent & Privacy ✓

Data Confidentiality ✓

Exempt Supplement ✓

Attachments ✓

Routing
Send to PI for certification?

COMPLETE SUBMISSION

* Please provide a brief description of changes being made and include a clear rationale for the changes:

Rich text editor toolbar: B, I, U, S, List, Unlist, Link, Unlink, Image

test

Changes/information must be added to the questions and/or text boxes themselves, not just in a reply to a comment

Collapse Comments

IRB Reviewer Yesterday at 4:44 PM
Please provide a more through description of the changes being made.
[Reply](#)

Not Addressed

Address

Unaddress

Click here once you have made the requested changes and select "Address"

* Is your study funded by the NIH (National Institutes of Health)?

Yes
 No

When the IRB Office is reviewing a submission, the IRB Analyst or Members may have questions regarding some of your answers. If the submission gets returned to you, you will see a comment icon in the sidebar next to each section that contains comments, and a similar icon underneath the questions that have comments on them. Click the  [Expand Comments](#) link to see and respond to these comments.

*PC Primary Contact

FIND PEOPLE

Name	Organization	Address	Phone	Email
Bob Rawley	School of Medicine	440 Exchange, Irvine, CA	714 265 7498	brawley@evisions.com

 Collapse Comments

IRB Analyst Today at 2:05 PM
Are there any additional contacts for this study?
Reply

IRB User Today at 5:39 PM
No, there are no additional contacts.

Addressed  Today at 5:39 PM by you

IRB Reviewer Today at 6:01 PM
I think there should be more contacts. What if the first one is out of the office?
Reply

Not Addressed 

When you have responded to a comment, change the dropdown from **Not Addressed**  to **Addressed** . Unaddressed comments have a red bar to their left, and display the comment count in the comment bubble icon for that question. You can toggle comments between addressed and unaddressed as needed.

cayuse Human Ethics

Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

IRB NUMBER: IRB-FY2019-
- Initial

CREATE PDF COMPARE SAVE

Sections

- Screening Questions ✓
- Research Personnel ✓
- Project Information ✓
- Project Informatio... ✓
- Participants & Recr... ✓
- Consent & Privacy ✓
- Data Confidentialit... ✓
- Review Type ✓
- Attachments ✓
- Routing Send to PI for certification? ✓
- COMPLETE SUBMISSION ✓

Funding or Other Support

- Is the proposed project being supported by any external (non-NYU) funding or has such funding been applied for?
 Yes
 No
- Is the proposed project being supported by an NYU competitive research program or has such funding been applied for?
 Yes
 No

Location of Research

- Will any part of the research be conducted at the NYU Washington Square Campus?
Select 'Yes' if you will be coordinating research activities that occur outside of the NYU campus.
 Yes
 No
- Will any research be conducted at the participant's home?
Internet surveys and Skype interviews do not apply.
 Yes
 No

Once you have addressed all comments, select "COMPLETE SUBMISSION" to send the submission to the PI to certify

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The PI, Co-PI, and PC will receive:

- E-mail Message
- Notification Bubble
- Task
- Added to Awaiting Authorization Display Button

The dashboard features four main navigation buttons: In-Draft (8), Awaiting Authorization (0), Pre-Review (0), and Under Review (0). Below these are three tables: My Studies, My Tasks, and Submissions by Type.

My Studies	
IRB-2022-32	Personnel Sample
IRB-2022-30	Study 3
IRB-2022-29	Personnel Test Study
IRB-2022-27	Umbrella Sample

My Tasks	
IRB-2022-32	Complete Submission
IRB-2022-30	Complete Submission
IRB-2022-29	Complete Submission
IRB-2022-27	Complete Submission

Submissions by Type	
Renewal	0
Initial	8
Modification	0
Incident	0

The submission details page shows a progress bar with four stages: 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), and 4. Under-Review (Submission is with reviewers). The current stage is 'Awaiting Certification'.

Buttons: View, PDF, Delete, Return, Certify.

Routing: Return, Certify

Initial
IRB-FY2019- [redacted]

PI: [redacted] 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
[redacted]	Principal Investigator	Pending Certification	

The PI must certify the submission in order for it to be returned to the IRB

Get Help – IRB Staff Consultations

- Virtual Office Hours
 - Wednesdays at 11am –12:00pm
 - By appointment
- IRB Chat via Teams
- IRB Help Line:
 - 937-775-4462
- Email: irb-rsp@wright.edu

