

Responding to Stipulations

Login to Cayuse Human Ethics - the study will be under “in draft” on your dashboard

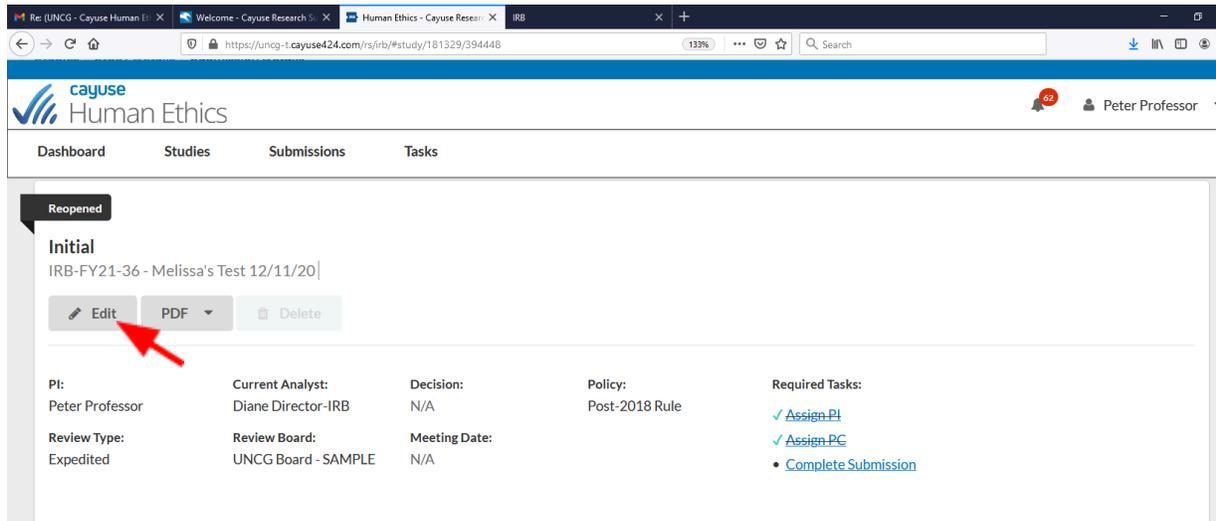
The screenshot shows the Cayuse Human Ethics dashboard. At the top, there are navigation tabs for Dashboard, Studies, Submissions, and Tasks. A user profile for Peter Professor is visible in the top right. The main content area features a '+ New Study' button and four status cards: 'In-Draft' (3), 'Awaiting Authorization' (2), 'Pre-Review' (4), and 'Under Review' (2). A red arrow points to the 'In-Draft' card. Below these cards are three sections: 'My Studies' (listing IRB-FY21-37, IRB-FY21-36, IRB-FY21-35, IRB-FY2021-9, and IRB-FY21-29), 'My Tasks' (listing IRB-FY21-36, IRB-FY2021-15, and IRB-FY2021-22), and 'Submissions by Type' (listing Renewal, Initial, Modification, Incident, Withdrawal, Closure, and Legacy). A blue question mark icon with the number '4' is in the bottom right corner.

Click the study number

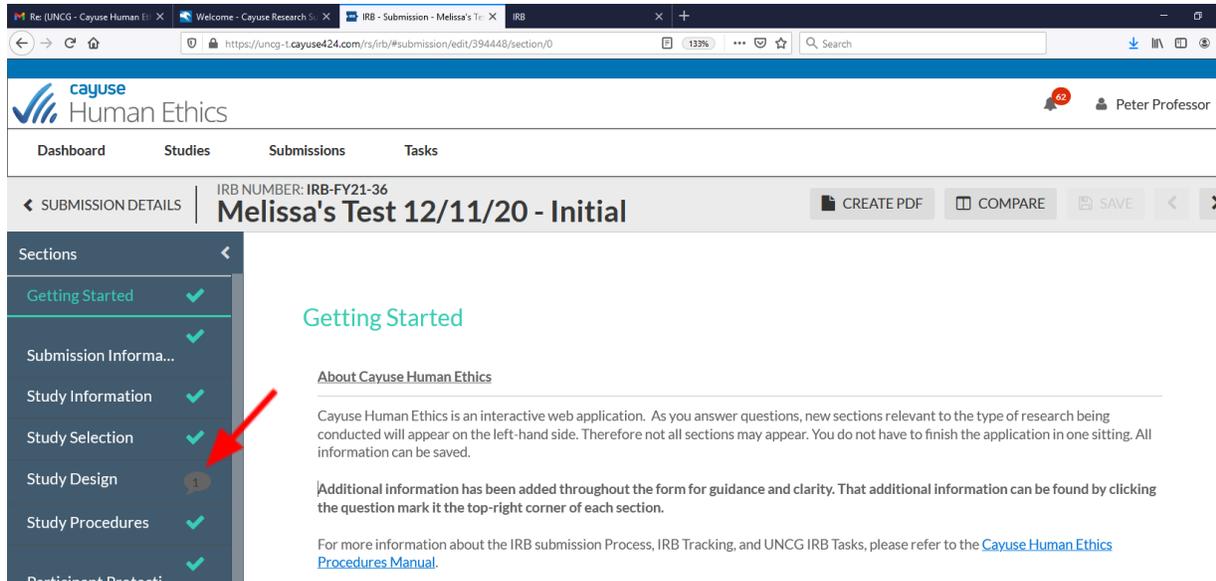
The screenshot shows the Cayuse Human Ethics Submissions page. The navigation tabs are Dashboard, Studies, Submissions, and Tasks. The page has a search bar and filters for 'Status: Unsubmitted' and 'Status: Reopened'. A table lists submissions with columns for IRB#, Submission, Status, Review Type, PI, My Assignment, Decision, and Create Date. A red arrow points to the first row, which is highlighted. Below the table is a pagination control showing '1-3 of 3' and '25 per page'. A blue question mark icon with the number '4' is in the bottom right corner.

IRB#	Submission	Status	Review Type	PI	My Assignment	Decision	Create Date
IRB-FY21-36	Melissa's Test 12/11/20 Initial	● Reopened	Expedited	Peter Professor	Principal Investigator, Primary Contact	--	12-11-2020
IRB-FY2021-15	The Seasonal Bread Study: Pumpkin vs Zucchini Modification	● Unsubmitted	N/A	Peter Professor	Principal Investigator, Primary Contact	--	11-20-2020
IRB-FY2021-22	QI Study Initial	● Unsubmitted	N/A	Peter Professor	Principal Investigator, Primary Contact	--	10-29-2020

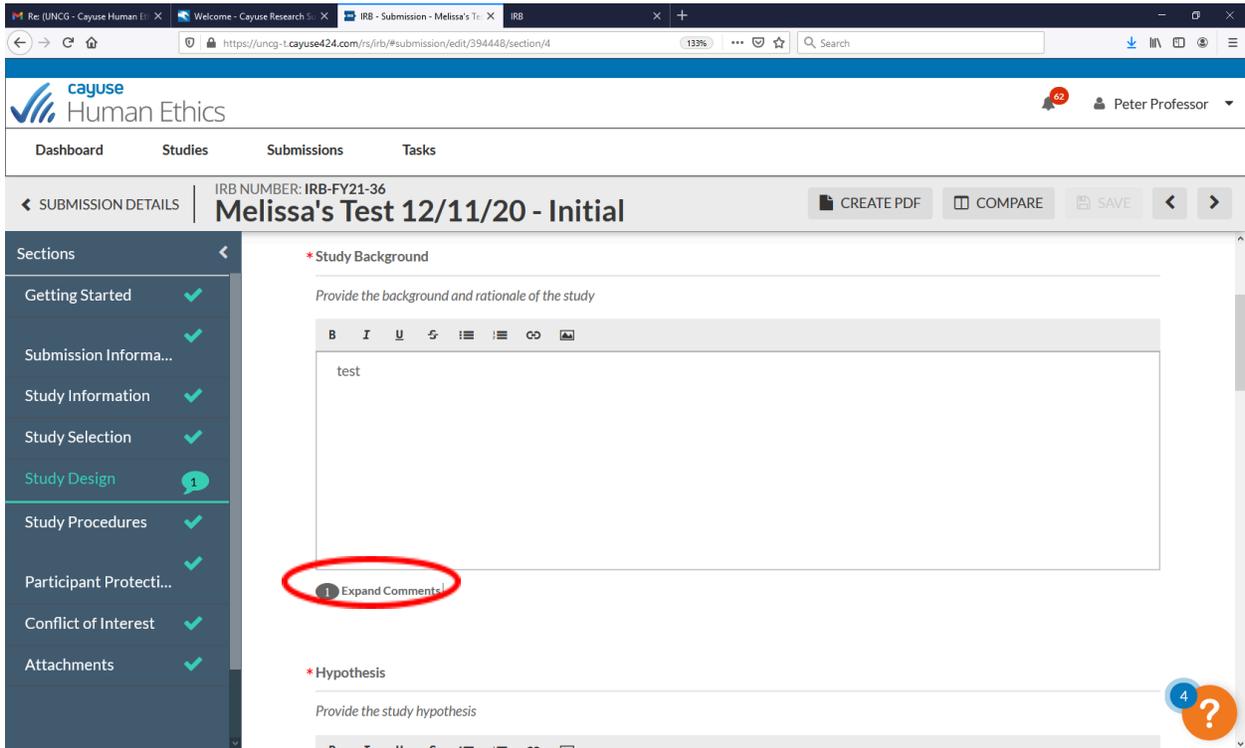
Click the "edit" button



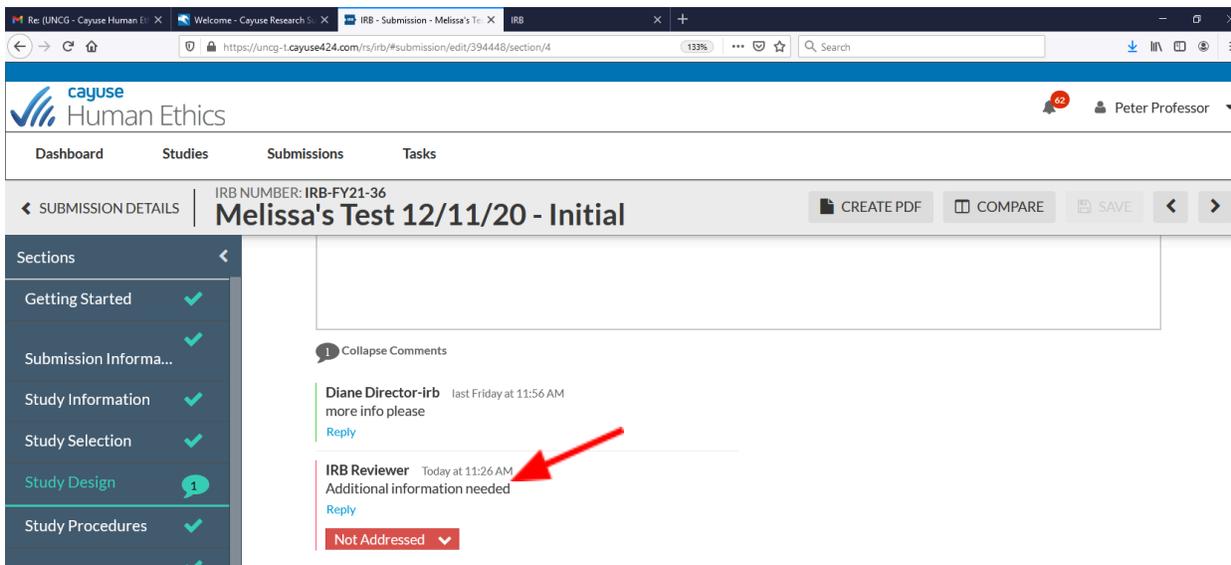
You will see a thought bubble  next to the sections that have stipulations click the section with the thought bubble



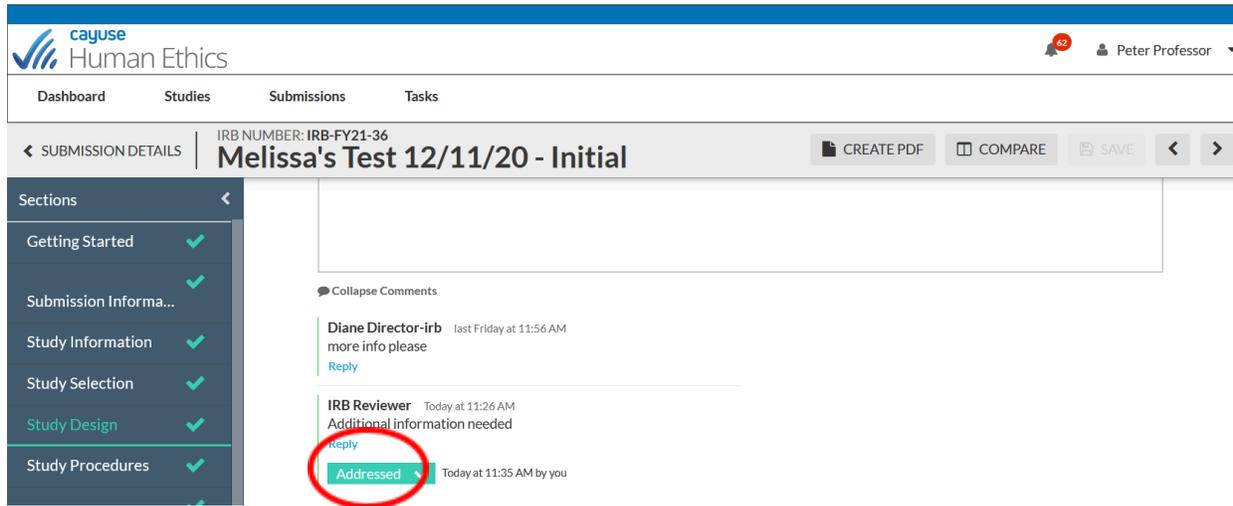
Once at the section with the stipulation, the thought bubble will appear under the section with the stipulation – click “expand comments”



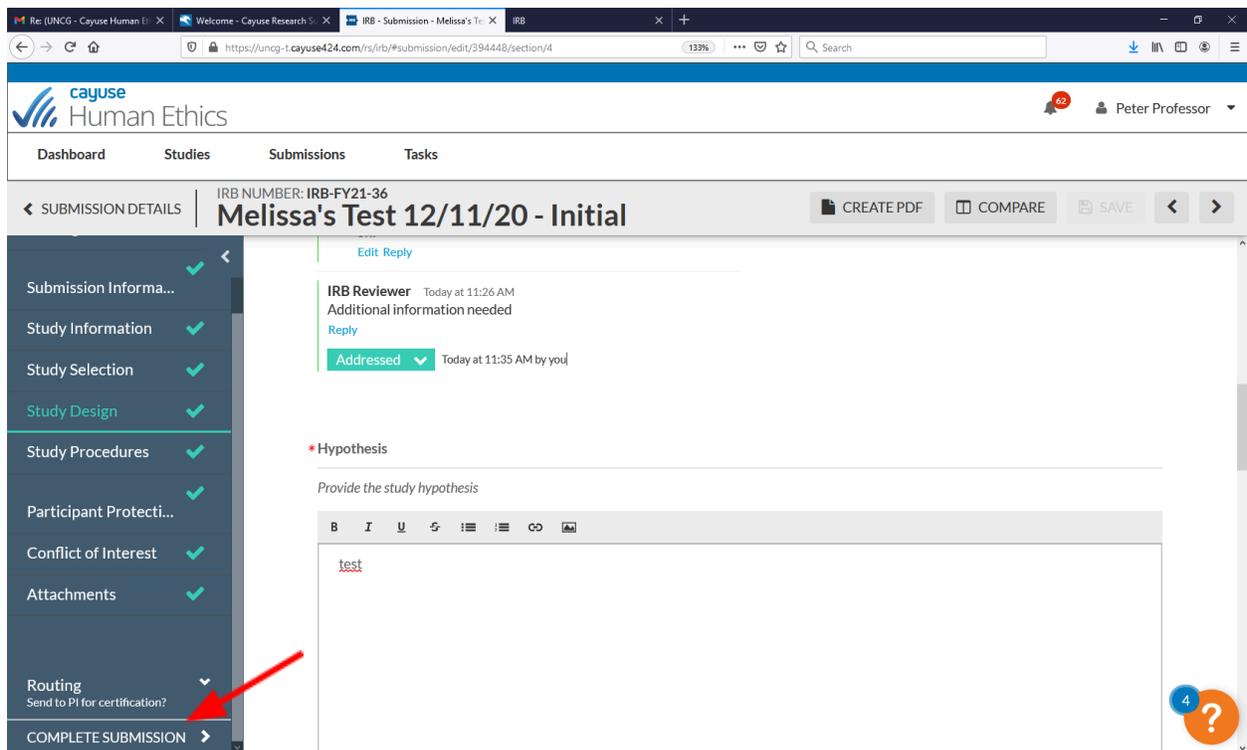
The stipulation will appear. Depending on the nature of the stipulation, you will revise the information in the application section or click reply to be provided with a text box. Please note, if the stipulation specifically requests changes to the section, you must make the revisions to the section.



Once the stipulation has been addressed, change the status from “not addressed” to “addressed” by clicking the down arrow under the stipulation



Each stipulation must be responded to before the study application can be returned for review. Once the stipulations have been addressed, click “complete submission” on the left-hand side of the page



Click “certify”, then “confirm” to finalize the certification - the study application will then be returned for IRB review

Dashboard Studies Submissions Tasks

Studies / Study Details / Submission Details

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

Awaiting Certification

Initial
IRB-FY21-36 - Melissa's Test 12/11/20

View PDF Delete

Routing: Return Certify

PI: Current Analyst: Decision: Policy: Required Tasks:

Certify

I will personally conduct or supervise this research study. I will ensure that this study is performed in compliance with all applicable laws, regulations and University policies regarding human subjects research. I will obtain IRB approval before making any changes or additions to the project. I will notify the IRB of any other changes in the information provided in this application. I will provide progress reports to the IRB at least annually, or as requested. I will report promptly to the IRB all unanticipated problems or serious adverse events involving risk to human subjects. I will follow the IRB approved consent process for all subjects. I also agree to keep Statements of Confidentiality on file for all research team members involved in the collection and analysis of identifiable data. I will ensure that all collaborators, students and employees assisting in this research study are informed about these obligations. All information given in this form is accurate and complete.

If PI is a Student Investigator, the Faculty Advisor also certifies the following:
I accept ultimate responsibility for ensuring that this study complies with all the obligations listed above for the PI.

Cancel Confirm