

Cayuse IRB Initial Submission Directions



Office of Research

MONTCLAIR
STATE UNIVERSITY

Logging in to Cayuse IRB

MONTCLAIR
STATE UNIVERSITY

Institutional Review Board

Welcome to Cayuse, our eIRB system

Active Cayuse Users

- Click “Cayuse IRB Login” on Montclair’s IRB website. You will be directed to sign in with your Montclair netID and password.
- Once successfully logged in, you will click “Cayuse IRB” to access your dashboard.

Cayuse IRB Login

Request a Cayuse Account

Upcoming Training Sessions



Cayuse Research Suite

3.9.4

Research Administration Modules

- Cayuse SP (Sponsored Projects)
- Cayuse 424
- Cayuse IRB (Human Studies Compliance)

System Administration Applications

- Backbone
- Research Contacts
- Events

Application Help

- Research Suite Support Center

Scan here to request a
Cayuse account:



Students, New Staff and Faculty

- If you are a student, or new staff or faculty member, you will not have a Cayuse account.
- To request one, please scan the QR code or click “Request a Cayuse Account” on our website and complete the New User Qualtrics survey.
- Your account will be active 1–2 days after you receive an email that it has been manually created.

Before you begin...

- You may have the best results using Chrome (not necessary)
 - Must enable pop-ups
- You likely will not complete your submission all in one sitting - save your work as you go

Your Dashboard

Notifications will appear here. Click bell to view

Dashboard

Studies

Submissions

Tasks

How to create a new study

Other ways to access things

Shows the statuses of your submissions

 New Study



The submission is not yet completed and is in draft mode for you to edit

In-Draft →



The submission was completed, the PI needs to certify before review

Awaiting
Authorization
→



The submission is with an analyst for pre-review

Pre-Review →



The submission is under IRB review

Under Review →



A decision is being entered and a determination letter will be sent out soon

Post Review →

My Studies

[IRB-FY25-26-4936](#)

Focus Groups with Montclair Students

Shows all of your studies

View All

My Tasks

[IRB-FY25-26-4936](#)

View Submission

Shows all incomplete tasks

View All

Submissions by Type

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

Shows all of your submissions

Your Dashboard

Notifications will appear here. Click bell to view

[IRB-FY25-26-4936](#)

Focus Groups with Montclair Students

View All

[IRB-FY25-26-4936](#)

View Submission

View All

Renewal

0

Initial

1

Modification

0

Incident

0

Withdrawal

0

Closure

0

Legacy

0

Approved Studies

Shows your approved studies



No Approved Studies

Studies Expiring in 30 days

Shows soon-to-expire studies



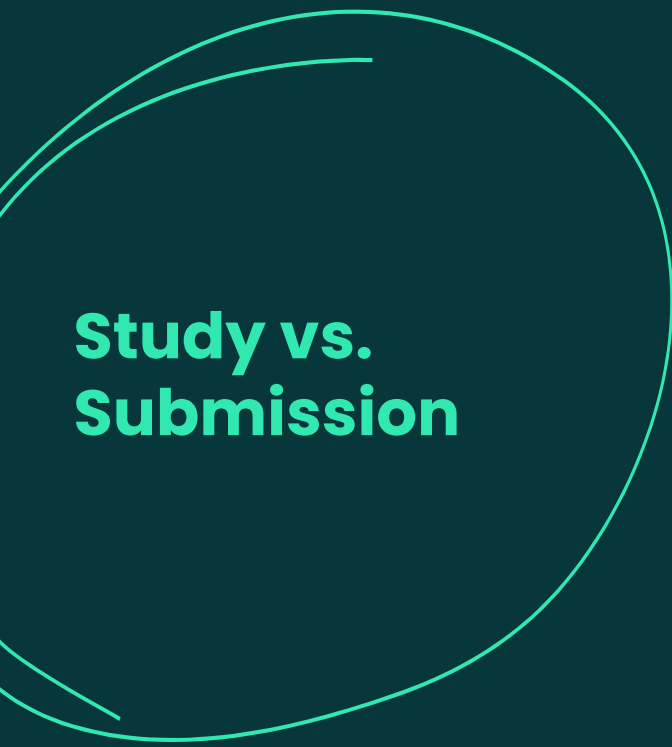
No Expiring Studies

Expired Studies

Shows expired studies



No Expired Studies



Study vs. Submission

- Study refers to your entire research project
- Submission refers to specific submissions per study [e.g. initial, modification, renewal (*admin check-in*), and closure]

Steps to creating an initial submission

+ New Study

1. Click on blue “+New Study” button on top right hand side
2. Give your study a title. Click on blue checkmark on right-hand side to confirm study title
 - a. If it is a student-led research project, preface your title with “SS” ex: “SS Sample Study Title”

Dashboard Studies Submissions Tasks

Studies / Study Details

+ New Submission

Study Details Submissions

SS Sample Study Title

Type your study title here

Remember, if the study is student led, preface your title with “SS”

Click the blue check mark here once title has been finalized

PDF Delete

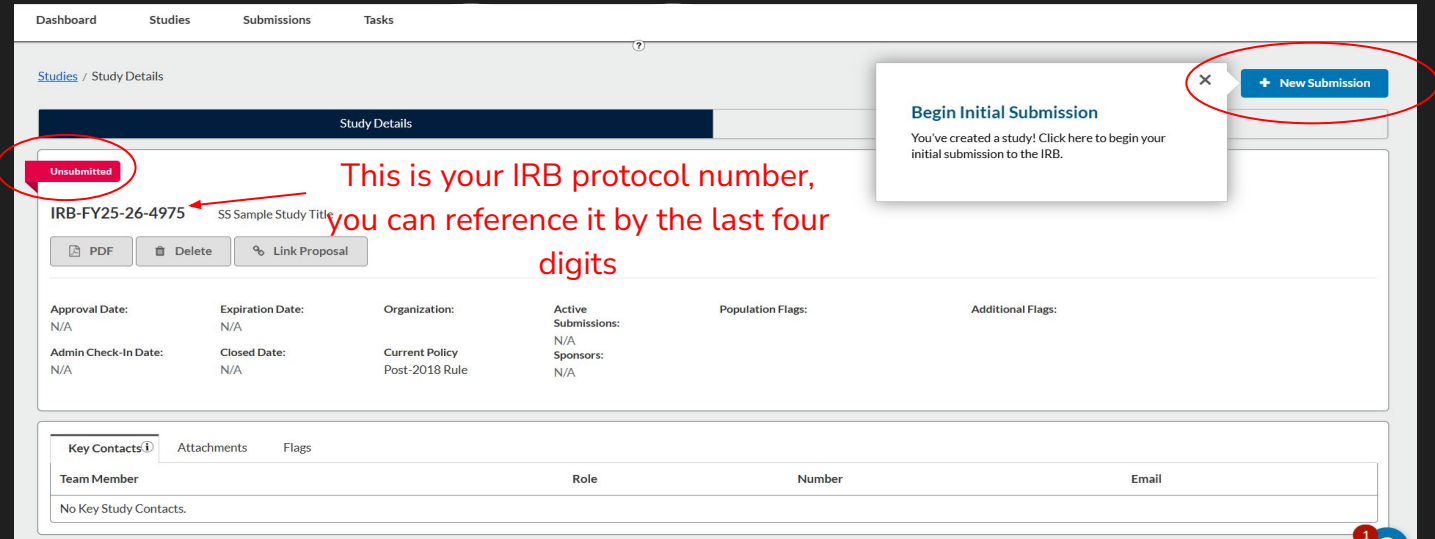
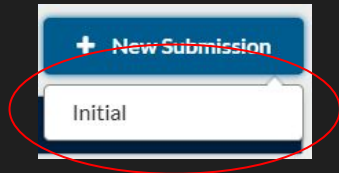
Approval Date: N/A Expiration Date: N/A Organization: N/A Active Submissions: Population Flags: Additional Flags:

Admin Check-In Date: N/A Closed Date: N/A Current Policy: Sponsors: N/A

Steps to creating an initial submission

3. You will see an IRB number such as “IRB-FY25-26-4975” and you will see a red banner on left side which states “Unsubmitted”
4. Click on blue “+New Submission” button on top right hand corner

A drop down will appear with the word “Initial,” click on it

A screenshot of the 'Study Details' page. At the top, there's a navigation bar with 'Dashboard', 'Studies', 'Submissions', and 'Tasks'. Below it, a breadcrumb trail shows 'Studies / Study Details'. The main content area has a dark blue header 'Study Details'. On the left, a red banner says 'Unsubmitted'. Below that, the IRB number 'IRB-FY25-26-4975' is displayed, with a red arrow pointing to it and text saying 'This is your IRB protocol number, you can reference it by the last four digits'. There are buttons for 'PDF', 'Delete', and 'Link Proposal'. Below these, there's a table with fields: 'Approval Date: N/A', 'Expiration Date: N/A', 'Organization:', 'Active Submissions: N/A', 'Population Flags:', and 'Additional Flags:'. Another row shows 'Admin Check-In Date: N/A', 'Closed Date: N/A', 'Current Policy: Post-2018 Rule', 'Sponsors: N/A', and an empty field. At the bottom, there's a section for 'Key Contacts' with a table header: 'Team Member', 'Role', 'Number', and 'Email'. The table is currently empty, showing 'No Key Study Contacts.' A modal box on the right says 'Begin Initial Submission' with a link to 'Click here to begin your initial submission to the IRB.' The '+ New Submission' button in the top right corner is circled in red.

Start your Initial Submission

[Studies](#) / [Study Details](#) / Submission Details

?

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

IRB-FY25-26-4975 - SS Sample Study Title

 Edit PDF Delete

PI: **Select the "Edit" button to begin the initial submission** Current Analyst:

Decision:

N/A

Policy:

Post-2018 Rule

Review: **Select the "Edit" button to begin the initial submission** Review Board:

N/A

Meeting Date:

N/A

Required Tasks:

[Assign PI](#)

[Assign PC](#)

[Complete Submission](#)

- When you create a study in Cayuse, the system will automatically designate you as the Primary Contact (PC).
- Student-led studies: The faculty sponsor should be listed as the Principal Investigator (PI), and the student should be listed as the PC.
- Faculty and staff-led research: A faculty member should be listed as the PI, and is often times the same person listed as the PC.

Approvals

Task History

Attachments

Research Team

Name	Role	Result	Date
------	------	--------	------

No entries.

1 ?

Initial Submission – Personnel

IRB NUMBER: IRB-FY25-26-4975

SS Sample Study Title - Initial

Sections

- Personnel
- Activity
- Attachments
- Routing
Send to PI for certification?

COMPLETE SUBMISSION

Depending on your type of personnel, a **Personnel** drop-down menu of questions will appear after you select your application status.

*** Applicant Status**

Please click one below. Student led studies must select **Student** as the Applicant Status.

☒ Faculty
☐ Staff
☐ Adjunct
☐ Student

PRINCIPAL INVESTIGATOR

Search...

Name	Organization	Email	Phone
Use the search box above to find records.			

Any Montclair affiliated PI, Co-PI, or PC must have an active Cayuse account. This box will appear when adding personnel to your study.

Selected Records * Select a single record.

CANCEL SAVE

IRB NUMBER: IRB-FY25-26-4975

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- Routing
Send to PI for certification?

COMPLETE SUBMISSION

ALL Montclair-affiliated research team members must have up to date CITI certifications at time of submission, which will be administratively verified by our office staff.

For those research team members who are **NOT** Montclair-affiliated, documented proof of human subjects training verification (i.e. CITI certificate) must be uploaded in the section below.

For example:
Susan Day - Student - Study Lead, all research areas
Bill Jones, External University collaborator - Recruiter and Data Collection
Eddie Smith - MSU Faculty- Consenting and Data Analysis

Please list all research members and their roles in this box, including the, PI, Co-PIs, PC, faculty/staff/student research team members, and any external collaborators.

CREATE PDF COMPARE SAVE

Be sure to click the “Save” button after selecting your personnel and completing each section.

Initial Submission – Activity

Dashboard

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SS Sample Study Title - Initial

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Activity

* What type of activity is this submission for?

☒ Research Study

* Is this a multi-institutional study?

☐ Yes

☒ No

Has this study been previously approved by MSU or another IRB?

☐ Yes, by MSU's IRB.

☐ Yes, by another IRB.

☒ No

☐ Secondary Data Analysis of de-identified data sets (where no Research Team Members hold linking codes or access to identifiers).

☐ Activities Without a Plan to Conduct Research but requiring HSR determination

- Case Study
- Applicants seeking a 118 determination prior to conducting Human Subjects Research on a grant
- Quality Improvement project
- Class-based project where results are not being used for broad scholarly dissemination, but rather for assignment/educational purposes)

If your study is not in collaboration with another research institution, click "No"

Click the save button at any time. You can leave your Cayuse application and complete your submission at a later time

These arrows are used to tab through the submission

Initial Submission – Funding

[Dashboard](#) [Studies](#) [Submissions](#) [Tasks](#)

[< SUBMISSION DETAILS](#) IRB NUMBER: IRB-FY25-26-4975 SS Sample Study Title - Initial CREATE PDF COMPARE SAVE < >

[Sections](#) [Personnel](#) [Activity](#) [Funding](#) [Study Information](#) [Study Population](#) [Study Design](#) [Study Procedures](#) [Conflict of Interest \(COI\)](#) [Additional Study Notes](#)

Funding

*** Is this study funded or are you seeking funding?**

☒ Yes

Please select the funding mechanism

- ☒ Start-Up or College/Department Funds
- ☐ Federal Funding
- ☐ Foundation Funding
- ☐ Professional Organization
- ☐ Fee for Service Agreement
- ☐ Other

Indicate funding

☐ No

Please indicate whether or not your study is funded, or if you're seeking funding.

If funded, you will be prompted to provide the name of your sponsor and indicate whether the award is active, pending, or if you are considering applying for funding but have not yet submitted a grant application.

You will also be asked to attach a copy of the proposal you submitted to the sponsor.

* Status of funding

Please click one below.

- ☐ Awarded
- ☐ Pending award

Please attach a copy of your proposal. We only need the narrative and do not need your budget or budget justification in this attachment.

If at the time of submission your award is pending, and then post-approval you have been awarded, please submit a Modification submission to update the status of your funding to Awarded.

ATTACH

- ☐ Considering applying for funding but no grant application written at this time.

Initial Submission – Study Information

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Study Dates

Please enter the anticipated study dates. These can be estimates and are not binding.

* Start Date

Please provide the **future date** for when the study will begin. Allow at least 10 days for IRB approval.

MM/DD/YYYY

* End Date

Please provide the date for when the study will end. Note that the end date should cover completion of all study facets, including data collection, analysis, and write-up.

MM/DD/YYYY

* Study Sites

Please check all sites where the study will take place.

☐ MSU Campus sites

☐ Off Campus sites

☐ Participants in locations outside of the United States

☐ Online Data Collection - Study being conducted via Qualtrics, Zoom, Skype, Canvas, Telemedicine or another telecommunications application software product.

This subsection will ask for basic information about your study, including the start and end dates, study sites, use of any investigational devices, and whether the study qualifies as a clinical trial.

Initial Submission – Study Population

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Attestation

Study Population

* Study Population

Please describe the detailed characteristics of your participant population(s). Include any and all eligibility criteria.
If you are using students, do not describe as "Student population" instead use descriptors such as "MSU freshmen students living on campus".
Target population should include consideration, as appropriate, for inclusion of women, members of racial and ethnic minority groups, and populations across the lifespan.

B I U

This is where you will describe your study's population (please provide as many key details as possible).

You will be asked a series of questions about your research population, including whether you are working with vulnerable or specifically targeted populations, the age range of participants, and the projected total enrollment.

Dashboard

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Study Design

* Study Aims and Rationale

Provide the background, specific aims, hypothesis and rationale of the study.

B I U

This box will ask for your study's aims and rationale - please provide any background information and hypotheses you have.



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Initial Submission – Study Design

Activity	✓
Funding	✓
Study Information	✓
Study Population	✓
Study Design	
Study Procedures	
Conflict of Interest (COI)	
Additional Study Notes	
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Attachments	✓

*** Exempt or Expedited Determinations**

If you believe your research is no greater than minimal risk, it may be eligible for an Exempt or Expedited determination.

Exempt Review means that your research is no greater than minimal risk and it falls into one of the designated exempt categories. Exempt Review does **NOT** mean that you are exempt or excused from the application/approval process, but that your study may be exempt from certain parts of the federal regulations regarding ethical research oversight.

Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

An exempt determination will allow you to use a Prospective Agreement Form and will not require documentation /use of an Informed Consent form. If your study does not fall into at least one of the exempt categories, the research may be eligible for Expedited review, and **will** require a standard Informed Consent.

**For studies including children - exempt categories 1, 4, 5 and 6 may be applied. Exempt category 2 may only be applied to educational tests and observation of public behavior when the investigators do not participate in the activities being observed.*

**For studies including prisoners - none of the exempt categories may be applied.*

Please note, the IRB has the final authority to make the final determination on the category of review.

Please indicate if your study is minimal risk.

☐ YES
☒ NO

You will be asked to determine whether your study is no greater than minimal risk. If it meets this criterion, your study may qualify for exempt or expedited review. Exempt research may use a Prospective Agreement form in place of a standard Informed Consent form. Expedited and full board studies must follow standard Informed Consent procedures.

Please note that the IRB makes the final determination of the appropriate review category for your research.

Initial Submission – Study Procedures

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* Screening Tools

Are you using any screening instruments to select your participants?

☐ Yes

☐ No

* Consent , Assent, & Waiver Documents

Use the Montclair Templates found on our [IRB website](#). Please include all required consent and assent documents. If you are collecting consent online include both the online link and your consent in WORD DOC FORMAT. All consents need to be provided in Word format - not PDFs.

☐ Adult Consent Form, In-Person or Online (all studies other than Exempt category, see Study Design section)

☐ Prospective Agreement Form (valid for Exempt category studies only, see Study Design section)

☐ Consent form non-English speaking participants

☐ Debriefing Form

☐ Parent/Guardian Consent

☐ Child Assent

Required element in research with children unless PI documents rationale why this is not feasible (e.g. age, cognitive capacity)

Should be written in terms of understanding for the chronological and cognitive age of minors in the study

☐ Requesting a waiver or alteration of standard informed consent/child assent procedures.

* Attach all Consent, Prospective Agreement Forms (PAF), Assent, Debriefing documents ect., here.

Please label each document with type, i.e. Adult Consent 01-20-2021, Parent Consent 01-20-2021, PAF 01-20-2021. All docs need to be in WORD doc format.

ATTACH

In this section, you will be asked to identify the types of consent forms and screening tools you are using. All tools must be attached so that the IRB can review the materials participants will see. Please upload in Microsoft Word document format.

Scan here to access Montclair consent templates:





You will likely have to attach several things to your submission. You may attach a link or a document.

Initial Submission – Conflict of Interest (COI)

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SS Sample Study Title - Initial

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Conflict of Interest (COI)

* Please provide the name(s) of any person on the research team with a conflict of interest, including financial.

If none, type "N/A."

Here, you must disclose whether you or any member of your research team has a Conflict of Interest (COI).

Initial Submission – Additional Study Notes

◀ SUBMISSION DETAILS

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SS Sample Study Title - Initial

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Sections<Personnel✓Activity✓Funding✓Study Information✓Study Population✓Study Design✓Study Procedures✓Conflict of Interest ...✓Additional Study N...✓AttestationAttachments✓

Additional Study Notes

* Do you have any additional notes for the IRB Reviewer, that may be crucial to the review and were not covered in the application?

☐ Yes
☒ No

If there is any additional information or questions you have for the IRB, you should add it to your submission in this section.

COMPLETING YOUR SUBMISSION

- Once you have completed your submission and included all required attachments, a **Complete Submission** option appears under Routing in the menu. (Each section should show a green check mark.)
- After clicking **Complete Submission** in the study sidebar, you will be prompted to **confirm** or **cancel**. Confirming marks the submission as completed and sends it to the PI for certification.
- If everything is correct, the PI should then **Certify** the submission. (A submission must be certified to move forward to review.)

For more detail on completing a submission [click here](#).

Initial Submission – Attestation

[SUBMISSION DETAILS](#)

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Attachments

- I will not begin my research, including recruiting, consenting and data collection, unless and until I have received written notification of final IRB approval from Montclair State University IRB.
- Montclair State University IRB reserves the right to increase the level of review at its discretion
- I have determined that I have the resources necessary to protect participants, including but not limited to adequate funding, appropriately trained staff, and necessary facilities and equipment.
- I will seek and obtain prior written approval from Montclair State University IRB for any modifications in the proposal, including changes in procedures, research sites, co-investigators, funding agencies, and any change that has the potential to impact subjects.
- I will promptly report in writing to Montclair State University IRB unexpected adverse events, or unanticipated problems or incidents that may occur in the course of this study, including without limitation the following:
- I will promptly report in writing to Montclair State University IRB any significant new findings that may develop during the course of this study which may affect the risks and benefits to participation.
- I will maintain records of this research according to IRB guidelines. I will retain the documentary evidence of informed consent for at least three years after the proposed activity has been completed or discontinued.
- I will allow audits or post-approval monitoring of the research by the IRB.
- The IRB is obligated to continually review this activity. Therefore, I agree to promptly furnish progress reports in writing to the Montclair State University IRB committee when requested.
- As principal investigator, I assume responsibility for my co-investigators and other personnel involved on this project, regarding their compliance with the above-stated policies.
- As principal investigator, I assume responsibility for all actions occurring within the study
- I acknowledge that my study may be re-reviewed in whole or part during annual check-ins or modification submissions. It may also be re-reviewed if there are changes to applicable laws or regulations, including, but not limited to the Code of Federal Regulations.
- I understand that if these conditions are not met, approval of this research could be suspended or terminated.

As the Principal Investigator on this project, I certify that the information provided in this application is accurate and fully describes all procedures regarding human subjects under which I will conduct this research. I hereby further agree to the foregoing terms and conditions and to accept responsibility for the ethical conduct of the project and the protection of the rights and welfare of the subjects, and to follow all applicable requirements of Montclair State University IRB.

☐ Yes, I certify

?

PIs must certify their understanding of the responsibilities of a Principal Investigator. After reviewing the attestation, click “Yes, I certify.”

Initial Submission – Attachments

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SS Sample Study Title - Initial

CREATE PDF | COMPARE | SAVE

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Routing
Send to PI for certification?

COMPLETE SUBMISSION

Attachments

Screening Tool(s)

Attach all copies of screening tool(s).

ATTACH

Recruitment Material (s)

ATTACH

Project.pdf

Consent/Assent (s)

ATTACH

Parent Consent Study 1.docx

Data Collection: Survey, Questionnaire, or Interview (s)

Attach all copies of surveys, questionnaires, or interviews.

All documents that you attach throughout your submission will automatically show up in the Attachments section. You may add any supplemental attachments here. Please note that not all types of attachments will be applicable to every study.

Ready to complete your initial submission?

SUBMISSION DETAILS

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Send to PI for certification?

COMPLETE SUBMISSION

Attachments

Screening Tool(s)

Attach all copies of screening tool(s).

ATTACH

Recruitment Material (s)

ATTACH

Project.pdf

Consent/Assent (s)

ATTACH

Parent Consent Study 1.docx

1. Make sure each section has a check mark. If a section does not have a check mark, it means a question was missed or an attachment is required

2. Always save your submission

3. Once all check marks are there, click "Complete Submission"

Awaiting Authorization

Now we are back to the general “Study page.” On the study page, you can see the status of your submission

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-FY25-26-4975 - SS Sample Study Title

View

PDF

Delete

PI:

Alexandra McGinley

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
PI Name	Principal Investigator	Pending Certification	

Routing:

Return

Administratively Certify

Even though we clicked “complete submission” in the earlier page, we aren’t done with our submission. It is still in the “awaiting authorization” stage. It needs to be “certified” by the PI.

If the research team needs to make changes, click “return.” If it is ready to be submitted, the PI clicks “certify.”

Pre-Review

The submission has been sent to the IRB staff and is now in pre-review!

In-Draft

Submission is with researchers

Awaiting Authorization

Submission is awaiting certification or approval

3

Pre-Review

Submission is being prepared for review

4

Under-Review

Submission is with reviewers

Under Pre-Review

Initial

IRB-FY25-26-4975 - SS Sample Study Title

Review

PDF

Delete

Routing:

Proceed

PI:

Alexandra McGinley

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

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Research Team



Making revisions and replying to IRB comments

- In most cases, your submission will be returned to you for revisions
- When making revisions, you should make the requested changes directly to your submission, as well as reply to the analyst/reviewer comments to provide clarification and/or acknowledge the revision
- You will receive an email notification when revisions are required, and you will find your 'tasks' on the dashboard
- **If you are a student and your faculty sponsor is the PI, please let them know that they must certify in order for the submission to move forward for IRB review**

Addressing Comments

The screenshot displays the IRB submission interface. On the left, a sidebar lists various sections: SUBMISSION DETAILS, Personnel, Activity, Funding, Study Information, Study Population, Study Design, Study Procedures, Conflict of Interest..., Additional Study N..., Attestation, and Attachments. The 'Personnel' section is highlighted, and a red circle around a speech bubble icon with the number '1' indicates a comment that needs attention.

The main content area is titled 'Personnel' and shows the 'Applicant Status' section. It prompts the user to 'Please click one below.' and lists four options: Faculty, Staff, Adjunct, and Student. Below these options is a 'Collapse Comments' button, which is highlighted with a red box. A red arrow points from the sidebar's comment icon to this button, with the text 'There is a comment that needs our attention'.

Below the 'Collapse Comments' button, a comment from 'Albus Dumbledore' is displayed, dated 'Today at 10:21 AM'. The comment text is 'Are you sure about this?'. Below the comment is a 'Reply' button and a text input field containing the text 'yes!'. A red arrow points from the 'Reply' button to the text input field, with the text 'Type your response and click "reply"'.

Below the text input field are two buttons: 'REPLY' and 'CANCEL'. The 'REPLY' button is highlighted with a red box. A red arrow points from the 'REPLY' button to the 'Not Addressed' status dropdown, with the text 'Change the status to "Addressed"'.

The status dropdown is currently set to 'Not Addressed' and is highlighted with a red box. A red arrow points from the 'REPLY' button to this dropdown.

Compare Button

 COMPARE

[SUBMISSION DETAILS](#)

☒ SHOW CHECKLIST

 CREATE PDF

 COMPARE

Sections	<
Personnel	✓
Activity	✓
Funding	✓
Study Information	✓
Study Population	✓
Study Design	✓
Study Procedures	✓
Conflict of Interest ...	✓
Additional Study N...	✓
Attestation	✓
Attachments	✓

Study Population

* Study Population

Please describe the detailed characteristics of your participant population(s). Include any and all eligibility criteria.

If you are using students, do not describe as "Student population" instead use descriptors such as "MSU freshmen students living on campus".

Target population should include consideration, as appropriate, for inclusion of women, members of racial and ethnic minority groups, and populations across the lifespan.

Participants are part of the U.S. general population and are 18 +

You can click "compare" to
view a revised submission
against its original

Compare Button

Previous Submission

Current Submission

Sections	<	← PREVIOUS DIFF	NEXT DIFF → 6
Personnel	0	Study Population	
Activity	0		
Assurances	0		
Study Information	0		
Study Population	6		
Study Design	2		
Study Procedures	2		
Funding	0		
Conflict of Interest ...	0		
Additional Study N...	0		
Attachments	3		

*** Study Population**

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Participants are part of the general population

Revisions will be noted in the sidebar

*** Study Population**

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What are notifications?

- Emails that will alert you that your submission requires attention
- Notifications will appear in-system AND be sent to your Montclair email
- When you are required by the IRB to make corrections or revisions, it will show up in your “Tasks” section of the dashboard



How will I know my study has been approved?

- You will be notified via email with an approval letter
- The study will appear on your dashboard under “Approved Studies”
- All approved documents will appear under your approved study - those are the documents you must use during your research. **Any changes to documentation, methods, or your protocol MUST be submitted to and approved by the IRB via a Modification submission**



**Keep in
mind...**

- Complete CITI Training
 - All research team members need to complete CITI training every 3 years
- Pick up my approval documents?
 - No, you will not be sent physical approved documents
- Use the Montclair templates for consent forms/ site approval letters
- Apply for continuing review?
 - Students will complete an annual check in while faculty will complete check in every 2 years on exempt and expedited studies. Full board studies require annual review regardless of personnel.

If you have any questions in regards to your Cayuse submission, please email irbassistant@montclair.edu and an IRB staff member will happily assist you!

For more information about Cayuse submission process, visit our website!

