

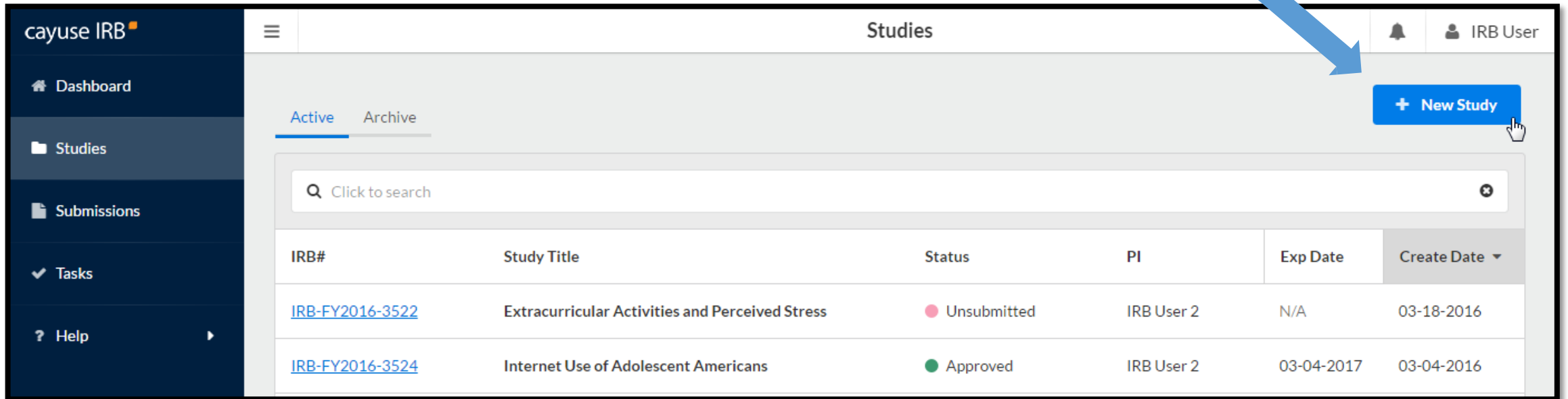


Cayuse IRB for Researchers

Full .pdf presentation for Cayuse IRB for Researchers is available at:
https://www.memphis.edu/research/researchers/compliance/irb/irb_docs/cayuse_irb_for_researchers_2017_2018.pdf

Create a New Study

To create a new study, click the **New Study** button in the upper right of either the Studies page or your Dashboard.



The screenshot displays the 'cayuse IRB' interface. On the left is a dark blue sidebar with navigation options: Dashboard, Studies, Submissions, Tasks, and Help. The main content area is titled 'Studies' and features a search bar with the placeholder 'Click to search'. Below the search bar is a table with columns: IRB#, Study Title, Status, PI, Exp Date, and Create Date. The table contains two rows of study data. A blue button labeled '+ New Study' is located in the top right corner of the main content area, with a blue arrow pointing to it from the text above.

| IRB# | Study Title | Status | PI | Exp Date | Create Date |
|---------------------------------|---|-------------|------------|------------|-------------|
| IRB-FY2016-3522 | Extracurricular Activities and Perceived Stress | Unsubmitted | IRB User 2 | N/A | 03-18-2016 |
| IRB-FY2016-3524 | Internet Use of Adolescent Americans | Approved | IRB User 2 | 03-04-2017 | 03-04-2016 |

Study Title

Enter a title for your study (up to 600 characters). Then, click the Save button.

The screenshot displays the 'Study Details' page in the cayuse IRB system. The left sidebar contains navigation links for Dashboard, Studies, Submissions, Tasks, and Help. The main content area shows the 'Study Details' tab selected, with a breadcrumb trail 'Studies / Study Details' and a '+ New Submission' button. A text input field contains the title 'Social Effects of Early Onset Hair Loss', with a blue arrow pointing to it. Below the input field are 'PDF' and 'Delete' buttons. To the right of the input field is a blue 'Save' button with a checkmark and a grey 'Close' button with an 'X'. A blue arrow points to the 'Save' button. Below the input field, there is a table of study details:

| | | | |
|----------------|------------------|---------------|---------------------|
| Approval Date: | Expiration Date: | Organization: | Active Submissions: |
| N/A | N/A | N/A | |
| Sponsors: | Closed Date: | | |
| N/A | N/A | | |

Begin Submitting Information & Documents

To begin working on your study, click **New Submission** to add the **Initial** submission for your study.

The screenshot displays the 'Study Details' page in the cayuse IRB system. The left sidebar contains navigation options: Dashboard, Studies, Submissions, Tasks, and Help. The main content area shows the study ID 'IRB-FY2016-3575' and title 'Social Effects of Early Onset Hair Loss'. A red 'Unsubmitted' tag is present. A red circle highlights the '+ New Submission' button and the 'Initial' submission type dropdown menu. Below the study details, there are sections for 'Key Contacts' and 'Attachments', with a table for 'Key Contacts' showing columns for Team Member, Role, Number, and Email. The table currently contains the text 'No Key Study Contacts.'

Study Details

Studies / Study Details

+ New Submission

Initial

Unsubmitted

IRB-FY2016-3575 Social Effects of Early Onset Hair Loss

PDF Delete

Approval Date: N/A Expiration Date: N/A Organization: N/A Active Submissions: N/A

Sponsors: N/A Closed Date: N/A

Key Contacts Attachments

| Team Member | Role | Number | Email |
|------------------------|------|--------|-------|
| No Key Study Contacts. | | | |

Study's Submission

The initial submission appears below the study details. The person who creates the study is added as the PI by default. You can change this when editing the submission, if needed.

Click the **Edit** button to begin working on the initial submission.

cayuse IRB

Submission Details

IRB User

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

- 1 In-Draft**
Submission is with researchers
- 2 Awaiting Approvals**
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-FY2016-3575 - Social Effects of Early Onset Hair Loss

[Edit](#) [PDF](#) [Delete](#)

| | | | |
|--------------|------------------|---------------|---------------------------------------|
| PI: | Current Analyst: | Decision: | Required Tasks: |
| IRB User | N/A | N/A | ✓ Assign PI |
| Review Type: | Review Board: | Meeting Date: | • Assign PC |
| N/A | N/A | N/A | • Complete Submission |

Initial Submission Form

You will now be taken to your institution's initial submission form, where you can begin filling out information. Your study is saved, and you can return to the Study Details page at any time by clicking on the < **STUDY** link in the upper left of the screen.

The screenshot shows a web interface for an Institutional Review Board (IRB) submission. The top navigation bar includes a home icon, a '< STUDY' link (circled in red), the IRB number 'tr-FY2016-31', the study title 'Test-Training Study', and an 'Initial' tab (also circled in red). Action buttons for 'CREATE PDF', 'COMPARE', and 'SAVE' are visible. A left sidebar shows a 'Sections' menu with 'Section 1 Institutional Revi...' selected. The main content area is titled 'Section 1 Institutional Review Board Protocol Application' and features the University of Memphis logo and 'Human Research Protections Program Institutional Review Board' text.

*** 1 Principal Investigator**

| Name | Organization | Address | Phone | Email | |
|---------------|--------------|---|-----------|---------------------------|---|
| Peter Bridson | Chemistry | 315 Administration Building, Memphis, TN 38152-3370 | 901-67... | CayuseTraining@memphis... | ✕ |

1a Your UofM Appointment Status

- Professor
- Associate Professor
- Assistant Professor
- Instructor
- Student
- Staff
- Other

*** 2. Primary Contact**

3 Co-Investigators

Use the text area for investigators outside UofM, and use the Find People button below for UofM investigators.

Questions marked with a red asterisk are **required**. Make sure to save your work!

Section 1. General & Contact Information

When you create a new submission for your study, the submission prompts you for the information required by IRB. The information of includes the Principal Investigator's contact, students' advisor(s), Primary Contact, Co-Investigators, and other prompted questions.

IRB NUMBER: tr-FY2016-31

STUDY | Test-Training Study - Initial

CREATE PDF | COMPARE | SAVE

Sections

Section 1 Institutional Revi...

* 1 Principal Investigator

| Name | Organization | Address | Phone | Email |
|---------------|--------------|---|-----------|-----------------------------|
| Peter Bridson | Chemistry | 315 Administration Building, Memphis, TN 38152-3370 | 901-67... | CayuseTraining@memphis... ✕ |

1a Your UofM Appointment Status

- Professor
- Associate Professor
- Assistant Professor
- Instructor
- Student
- Staff
- Other

* 2. Primary Contact

FIND PEOPLE

3 Co-Investigators

Use the text area for investigators outside UofM, and use the Find People button below for UofM investigators.

B I U S : : G

Please choose your UofM investigator(s) here:

Questions marked with a red star are **required**. Make sure to save your work!

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Primary Contact & Research Team

You must have a Primary Contact. Select **FIND PEOPLE**, enter the contact's name in the search bar and click the search icon.

When individual appears, click the (+) symbol and then "SAVE". You will do this for ALL contact/ "Find People" questions.

IRB NUMBER: tr-EY2016-31

STUDY Te PRIMARY CONTACT

Sections

Section 1 Institut

Section 2 Determ

bridson

| Name | Organization | Email | Phone | |
|---------------|--------------|--------------------------|--------------|---|
| Research Team | Chemistry | CayuseTraining@memphi... | 901-678-4423 | + |
| Your Name | Chemistry | CayuseTraining@memphi... | 901-678-4423 | + |

Selected Records * Select a single record.

No records selected. Select a record and click Save to apply.

CANCEL SAVE

*2. Primary Contact

FIND PEOPLE

3 Co-Investigators

Use the text area for investigators outside UofM, and use the Find People button below for UofM investigators.

B I U S :≡ :≡ ↻ 🖼

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Determination

If you select *Yes. Proceed to determination questions for submission*, go to page **29**.

If you select **No**, **Proceed with your protocol submission**, you will begin submitting information on the next page.

STUDY | IRB NUMBER: tr-FY2016-32
Memphis Test Trial - 2 - Initial

CREATE PDF | COMPARE | SAVE

Sections

- Section 1 Institution... ✓
- Section 3 IRB Protocol Gen...
- Section 4 IRB Protocol
- Section 5 Informed Consent

Please choose your UofM investigator(s) here:

FIND PEOPLE

4 Is there a financial sponsor for this study?

Yes
 No

5 Determination
Do you need a determination for whether or not your study is human subjects research requiring IRB review?

Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual, or identifiable private information.

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.

Yes. Proceed to determination questions for submission
 No. Proceed with your protocol submission

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Attachments & Links

To add a document, link, or any supplemental files, select **ATTACH**. Once selected, click the plus sign (+) and Add Link and/or Add File.

After, you have uploaded your file and/or added your link, select **APPLY** to proceed.

The screenshot displays a web application interface for managing documents. At the top, there's a navigation bar with 'STUDY' and 'M DOCUMENTS'. A modal dialog is open, showing a text input field and a message: 'Click the plus button to upload files or add links.' Below the input field, there's a plus sign (+) circled in red, and a dropdown menu with options 'Add Link' and 'Add File'. To the right of the modal, there are 'CANCEL' and 'APPLY' buttons. A blue arrow points to the 'APPLY' button. The background shows a list of sections: 'Section 1 Institut...', 'Section 3 IRB Pro...', 'Section 4 IRB Protoc...', and 'Section 5 Informed...'. Below the list, there's a text area for adding documents, with an 'ATTACH' button and a link to 'sample_recruitment_flyer.doc'. The text area contains instructions: 'Attach advertisements, postings on social media, posters, scripts for radio/TV, other electronic ads, scripts for verbal recruitment, copies of email recruitments and any text that will be provided to potential participants. It should be clear in all recruitment materials that you are conducting research. See Sample Recruitment flyer on [IRB website](#).' Below this, there's a section for '*14 Subject Compensation' with sub-points a, b, and c. At the bottom, there's a rich text editor with a toolbar and the text 'Memphis Test Trial - 2 - Initial'.

27 COMPLETE SUBMISSION

Once you have completed your submission and your sections are marked with the checks, **SAVE** your study and select **COMPLETE SUBMISSION**.

To route your submission to its next step, select **CONFIRM** under **SUBMISSION ROUTING**, after you have clicked **COMPLETE SUBMISSION**.

The screenshot displays the 'Memphis Test' submission routing interface. The left sidebar shows the following sections:

- Section 1 Institution... ✓
- Section 3 IRB Protoc... ✓
- Section 4 IRB Protoc... ✓
- Section 5 Informed ... ✓
- Routing: Send to PI for certification? ✓
- COMPLETE SUBMISSION** > (indicated by a blue arrow)

The main content area shows a 'SUBMISSION ROUTING' modal dialog with the text: 'Are you sure you want to continue?'. The 'CONFIRM' button is circled in red. Below the dialog, there is a text input field containing 'Memphis Test Trial - 2 - Initial' and a rich text editor toolbar. At the bottom, there is an 'ATTACH' button and a footer with 'Evisions Research Suite' and 'Powered by Evisions, Inc. Copyright © 2015. All rights reserved.'

Certifying Your Submission

You will be routed to back to your submission details page and the status will be Awaiting Certification. If you are NOT a student, select Certify to proceed. Your Co-PIs will be instructed to also certify the submission

If you are a student you will certify your submission as well as your Advisor. Students, Your Co-PIs will be instructed to also certify the submission

Studies / Study Details / Submission Details

1 **In-Draft**
Submission is with researchers

2 **Awaiting Approvals**
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
tr-FY2016-32 - Memphis Test Trial - 2

View PDF Delete

Routing:
Return Certify

PI: Peter Bridson
Current Analyst: N/A
Decision: N/A
Required Tasks: N/A

Review Type: N/A
Review Board: N/A
Meeting Date: N/A

Approvals Task History

Research Team

| Name | Role | Result | Date |
|---------------|------------------------|-----------------------|------|
| Peter Bridson | Principal Investigator | Pending Certification | |



Determinations

Determination (continued from page 22)

If you have selected Yes.
Proceed to
Determination questions
for submission. Your
next step will be
completing Section 2:
Determination Questions.

The screenshot shows the IRB system interface for a study titled "Test-Training Study - Initial" with IRB number "tr-FY2016-31". The interface includes a top navigation bar with "STUDY", "CREATE PDF", "COMPARE", and "SAVE" buttons. A left sidebar shows a "Sections" menu with "Section 1 Institutional Revi..." and "Section 2 Determination Q...". The main content area displays a question: "4 Is there a financial sponsor for this study?" with radio buttons for "Yes" and "No", where "No" is selected. Below this is question "5 Determination" with the text "Do you need a determination for whether or not your study is human subjects research requiring IRB review?". It includes definitions for "Human subject" and "Research". At the bottom of the question, there are two radio button options: "Yes. Proceed to determination questions for submission" (which is selected and highlighted by a blue arrow) and "No. Proceed with your protocol submission". The footer contains the "Evisions Research Suite" logo and "Powered by Evisions, Inc. Copyright © 2015. All rights reserved." text.

IRB

STUDY | IRB NUMBER: tr-FY2016-31

Test-Training Study - Initial

CREATE PDF COMPARE SAVE

Sections

- Section 1 Institutional Revi...
- Section 2 Determination Q...

Please choose your UofM investigator(s) here:

FIND PEOPLE

4 Is there a financial sponsor for this study?

Yes

No

5 Determination

Do you need a determination for whether or not your study is human subjects research requiring IRB review?

Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual, or identifiable private information.

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.

Yes. Proceed to determination questions for submission

No. Proceed with your protocol submission

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Section 2 Determination Questions

All questions listed
under Section 2:
Determination
Questions are required
in order for IRB Analysts
to determine whether
your study is Human
Subject Research or not.

The screenshot shows a web-based IRB system interface. At the top, the study title is 'Test-Training Study - Initial' with an IRB number 'tr-FY2016-31'. A sidebar on the left lists sections, with 'Section 2 Determination Q...' selected and highlighted in green. The main content area displays five numbered questions, each with radio button options for 'Yes', 'No', or 'Unsure'. The title 'Section 2 Determination Questions' is circled in red.

IRB NUMBER: tr-FY2016-31
Test-Training Study - Initial

CREATE PDF COMPARE SAVE

Sections

Section 1 Institutional Revi...

Section 2 Determination Q...

Section 2 Determination Questions

* 1 Will any information from this project be submitted to the FDA or held for inspection by the FDA?

Yes
 No

* 2 Are the data or specimens studied as part of this project obtained in a systematic manner?

Yes
 No
 Unsure

* 3 Is the intent of this study to contribute to 'generalizable knowledge'?

As examples of level of contribution: a) is the intent of this research to contribute to the science through peer-reviewed journal publication? b) Is the intent of this research to add to the body of knowledge at a national meeting with a poster presentation?

Yes
 No
 Unsure

* 4 Will the study involve intervention or interaction with living persons?

Yes
 No

* 5 Will the study involve accessing (looking at or reviewing) identifiable private information of a living person?

Yes
 No

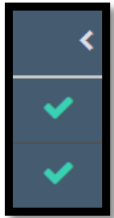
Section 2 Determination Questions

1. Will any information from this project be submitted to the FDA or held for inspection by the FDA?
 Yes
 No
2. Are the data or specimens studied as part of this project obtained in a systematic manner?
 Yes
 No
 Unsure
3. Is the intent of this study to contribute to 'generalizable knowledge'?
As examples of level of contribution: a) is the intent of this research to contribute to the science through peer-reviewed journal publication? b) Is the intent of this research to add to the body of knowledge at a national meeting with a poster presentation?
 Yes
 No
 Unsure
4. Will the study involve intervention or interaction with living persons?
 Yes
 No
5. Will the study involve accessing (looking at or reviewing) identifiable private information of a living person?
 Yes
 No
6. Are the data coded in a way where a link exists that could allow the data to be re identified by the investigator?
 Yes
 No
7. Does this study involve only secondary analysis of existing data?
Secondary data is data that was not collected by the Investigator(s) (lead investigator and collaborators).
 Yes
 No
8. **Study Aims**
Indicate why the study is being performed. Examples: a) to assess an existing program's quality, b) to complete a Master's or Doctoral graduation requirement, c) to test a hypothesis, etc.
9. **Background and Significance**
What Observations or prior scientific findings serve as the basis for this study? Why is it important to conduct this study?
10. **Study Design and Methods**
How will the study be conducted? How will the results be analyzed to determine that study aims have been met?
11. Additional information or comments for the reviewer.
12. Attach any additional materials required to make a determination including any surveys or assessment materials to be used.

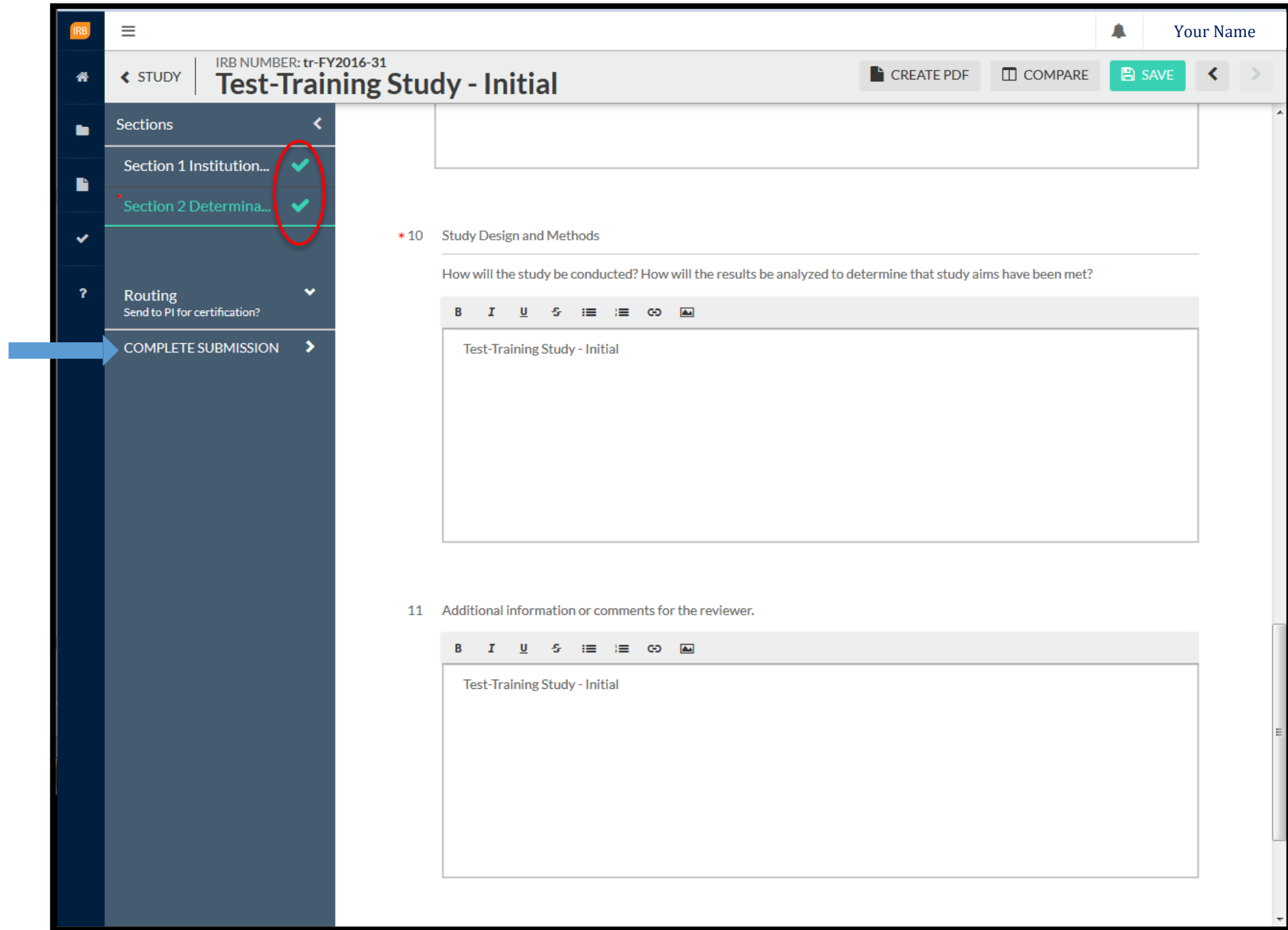
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Completing Determination Submission

After successfully completing all of your determination questions, ensure your sections are checked as complete.



If so, select **COMPLETE SUBMISSION**.



IRB

STUDY | IRB NUMBER: tr-FY2016-31 | **Test-Training Study - Initial** | CREATE PDF | COMPARE | SAVE

Sections

- Section 1 Institution... ✓
- Section 2 Determina... ✓

Routing
Send to PI for certification?

COMPLETE SUBMISSION

* 10 Study Design and Methods

How will the study be conducted? How will the results be analyzed to determine that study aims have been met?

B I U S : : G

Test-Training Study - Initial

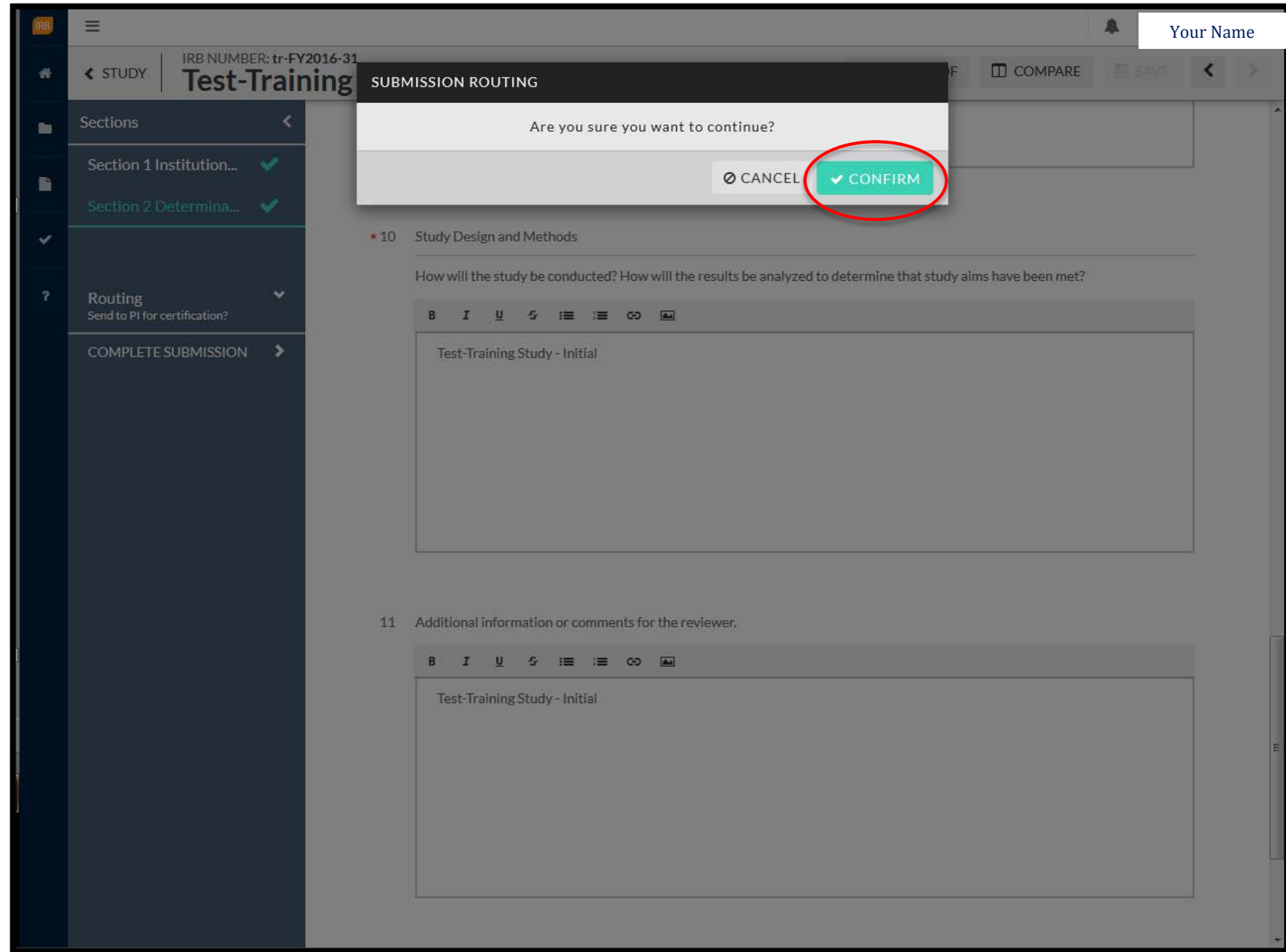
11 Additional information or comments for the reviewer.

B I U S : : G

Test-Training Study - Initial

Completing Determination Submission (continued)

Select **CONFIRM** to
continue submitting
your determination.



The screenshot displays the IRB submission routing interface for a study titled "Test-Training" (IRB NUMBER: tr-FY2016-31). The interface is divided into a left sidebar and a main content area. The sidebar shows a list of sections: "Section 1 Institution..." (checked), "Section 2 Determina..." (checked), "Routing" (Send to PI for certification?), and "COMPLETE SUBMISSION" (with a right arrow). The main content area shows a "SUBMISSION ROUTING" dialog box with the question "Are you sure you want to continue?". Two buttons are visible: "CANCEL" and "CONFIRM". The "CONFIRM" button is highlighted with a red circle. Below the dialog box, the main content area shows a text editor for "Study Design and Methods" with the text "Test-Training Study - Initial".



Questions?

Contact the **IRB Administrator/Research Compliance Coordinator**

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Division of Research & Sponsored Programs
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F: 901.678.4409
Email: irb@memphis.edu
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