


Rowan IRB Submission Quick Guide for Students

1. Prepare Your Study Materials

Before submitting, complete all of these:

- ✓ **Request [Cayuse New User Account](#)** (may take 2 business days)
- ✓ **Review the [Cayuse IRB Student Submission Training Video](#)**
- ✓ **Study Protocol** (required template)
- ✓ **Consent Form(s)** (use IRB templates)
- ✓ **Recruitment Materials** (flyers, emails, social media, etc.)
- ✓ **Surveys / Interview Questions** (attach all tools)
- ✓ **Site Approvals** (*if needed*)
 - Example: school, organization, or another university approval

 *Tip: Remove instructions, fix grammar, and make everything clear and professional.*




2. Complete Required Training

- ✓ **[CITI Training](#)**
 - Human Subjects Protection
 - Group 2: Biomedical and Basic Research
 - Group 3: Social/Behavioral/Education
- ✓ **HIPAA Training (if applicable)**
 - HIPAA 101 & 109

3. Submit in [CIRB \(Cayuse\)](#)

1. Log in with your Rowan account
2. Click “+ **New Study**”
3. Complete application & upload documents
4. Submit for review
5. Notify **Principal Investigator (PI)** (Only PI can certify the study)

4. After You Submit

- Review usually takes about **10 business days**
- You may receive:
 -  Approval
 -  Revisions
 -  Full board review (if higher risk)

5. After Approval (Before You Start)

- Check your **approval letter** for dates & notes
- Download **IRB-stamped documents**

6. During Your Study

- Submit a **Modification** prior to implementing changes
- Submit a **Continuing Review** before expiration (if required)

7. When Your Study is Done

- Submit a **Closure** (final report)
 - Close your study after all data collection is complete

Quick Tips for Success

- Start early - approvals can take time
- Use clear, simple language for participants
- Double-check all documents before submitting
- Ask your PI or IRB office if you're unsure

Need Help?

- IRB Questions → [Research Compliance Office](#)