

CAYUSE IRB SUBMISSION GUIDANCE

- **Step 1:** Identify all Co-Investigators, Study Coordinator, and Study Staff that will be involved in your research. All internal/external individuals new to Cayuse IRB request an account at [Accessing Cayuse IRB](#). Complete the New IRB User Request google form and submit that to create the individuals Cayuse IRB account (Can take 24 to 48 hours to have account created once the google form is submitted). Once an account has been created, go to [Cayuse IRB Login](#) and sign on with your Rowan University Network ID and password.
- **Step 2:** Make sure all personnel identified as a researcher on your study have completed the appropriate CITI human subjects training. For Rowan University faculty, staff, or students submitting human subjects research projects through the RowanSOM IRB additional training in HIPAA Compliance (OCC103) and HIPAA Privacy and Security Medical Research Compliance (OCC-109) may be required. Rowan University faculty, staff or students accessing, using or storing HIPAA/PHI, training in HIPAA Compliance will be required.
- **Step 3:** Download the Protocol Template appropriate for the type of research you are conducting (SBER, Medical Chart Review, Biospecimens, Clinical Research/Clinical Trials, and NJDOH). Complete the sections as necessary and as it relates to your research. It is recommended to complete this first, as it will help with completing and inputting information into the CIRB application.
- **Step 4:** Download the appropriate [Investigator Financial and Other Personal Interest Disclosure Form](#) related to your campus and IRB submission. Complete the sections as necessary and obtain all signatures
- **Step 5:** Prepare applicable Consent Forms, interview script, questionnaires/surveys, data collection instruments, advertisements, bulletin board announcements, email language, external study site approval letter and other research instruments
 - Note: Retain all documents, instruments, and forms so you can upload the documents when prompted in CIRB. Update all documents with version dates in the footer and on Rowan Letterhead/Logo.
- **Step 6:** Log into [Cayuse IRB](#) and begin filling out the CIRB application

Student Submission Checklist

Students can use the [Student Submission Checklist](#) to use as a guide to accomplish the basic steps needed to use the Rowan Cayuse IRB (CIRB) submission and review system, high-level review of the review and approval process and other helpful hints and notes about the Rowan CIRB.231

Cayuse IRB Website

Cayuse offers training guides and user manuals to all end-users of their product. These guides and user manuals provide information about using their product and is general, not Rowan University Cayuse IRB specific. Individuals will have to create a Cayuse account, separate from your Rowan Cayuse IRB account, to enter this website and view the training guides and user manuals. Note that in the Rowan CIRB submission, an orange question mark is available in the submission that will bring up some of the guidance and training materials found on the Cayuse IRB website. Click on the link below to go to the Cayuse IRB website.

- [Click here to review CIRB training guides and user manuals](#)