



Electronic Proposal Development and Submission



Cayuse IRB Organizational Approver Guide

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What is Cayuse IRB?

The Cayuse Institutional Review Board (IRB) module is an easy-to-use system for electronically preparing, submitting, and routing studies for IRB approval. All information is stored in the cloud and can be accessed securely from any location, making it simple for multiple simultaneous users to view and share documents. Users receive electronic notifications whenever an action is required on their part, allowing the study to proceed smoothly through each step of the process from study creation to final approval.

Cayuse IRB:

- Provides a comprehensive electronic compliance solution.
- Tracks and manages initial submissions, modifications, reportable events, and continuing reviews in a single location.
- Eliminates the need for paper forms.
- Is accessed using a secure connection via your web browser.
- Helps to ensure timely submissions by automatically generating reminder notices for continuing reviews.
- Allows institutions to design custom forms that request only the information that is relevant to the study, based on information provided by the researchers.
- Allows multiple researchers and administrators to view and work with forms at the same time.
- Tracks and compares changes between different versions of a submission.
- Enables convenient and efficient coordination of meetings and distribution of meeting minutes.
- Links IRB submissions to funding proposals in the Cayuse SP module, if licensed.

System Requirements

- Display with 1024x768 or higher resolution.
- Internet Explorer 11, Mozilla Firefox, or Google Chrome for PC; Safari, Firefox, or Chrome for Mac.
- Microsoft Edge is provisionally supported for Windows.

Cayuse IRB Support Resources

Cayuse provides several sources of support for Cayuse IRB users, including online help and user guides, release notes, and a [support website](#) where you can browse the Knowledge Base, participate in customer forums, or open a support ticket.

Online Help

The Cayuse IRB Help serves as a reference guide for all of the features in the software. You can access the help by going to **Help -> Open Help** in the menu.

Tutorials

To see a brief overview of the updated user interface introduced in Cayuse IRB 1.6, go to **Help -> View Dashboard Tutorial** or **Help -> View Visual Search Tutorial**.

Additional Resources

The [Cayuse Support Center](#) contains links to additional support resources:

- [HelpDesk](#) - Technical Support website where you can open a support ticket, or search the knowledgebase.
- [Knowledgebase](#) - Answers to common questions.
- [Browser Support and Configuration](#) - assistance using your favorite browser with the Cayuse Research Suite.
- [IRB Support](#) - Provides links to this manual, the release guides, the Cayuse blog, and the knowledgebase.

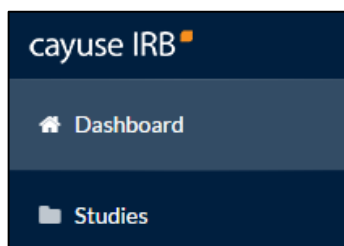
Logging In

Enter your username and password at the prompt. Then, click **Sign In** to launch Cayuse IRB.

Navigating Cayuse IRB

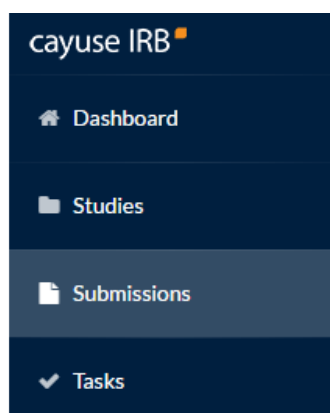
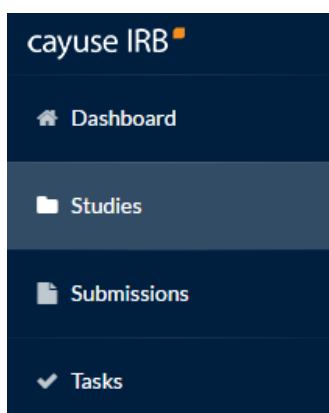
Dashboard

When you first log in to Cayuse IRB, the [Dashboard](#) screen presents you with a quick overview of any studies you are involved with or that require your attention.



Studies and Submissions

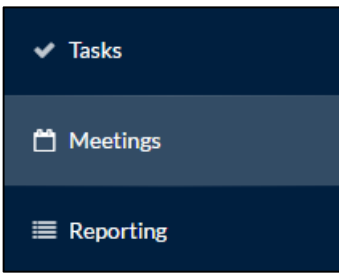
The [Studies and Submissions](#) screens list the studies and submissions that you have access to.



- **IRB Users** see all studies that they are involved with as PI, PC, Researcher, etc.
 - **Organizational Approvers** see the studies that require their approval before proceeding.
- **IRB Members** see all studies that are or were assigned to them, or to the review board(s) they are a member of, for review.
 - **IRB Analysts** and **Admins** can see all studies in the system.

Meetings

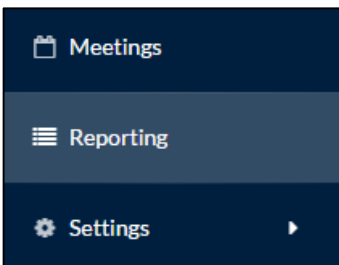
The [Meetings](#) section allows IRB Analysts, Admins, and Members to view the calendar of scheduled IRB meetings. *IRB Users do not see the Meetings section.*



IRB Members can use the Meetings screen to access the studies that are assigned to their review board(s).

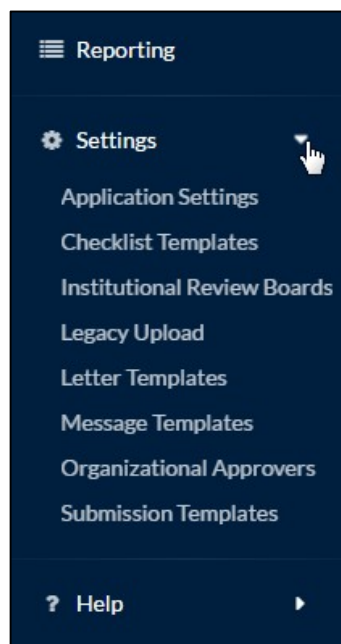
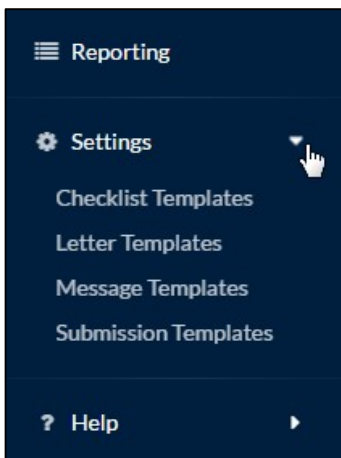
Reporting

The [Reporting](#) section lets IRB Analysts and Admins create and download custom CSV reports containing various study details and audit information.



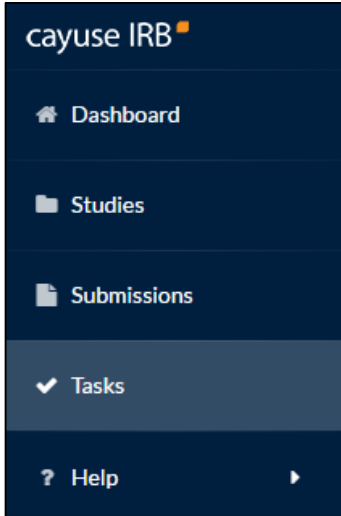
Settings

The [Settings](#) section contains options for IRB Analysts and Admins to configure settings in the Cayuse IRB application, and to create templates for submissions, messages, and letters. Admins see additional areas of configuration that Analysts do not have. *IRB Users do not see the Settings section.*



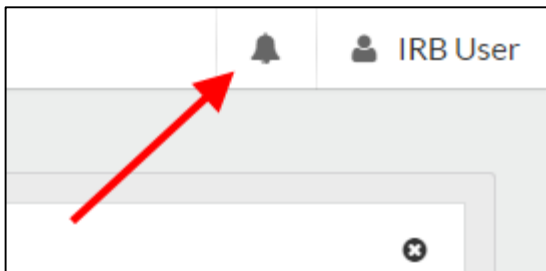
Tasks

The [Tasks](#) screen lists the studies that are assigned to you, along with the task that you are responsible for. Completing a task advances a submission through the workflow.



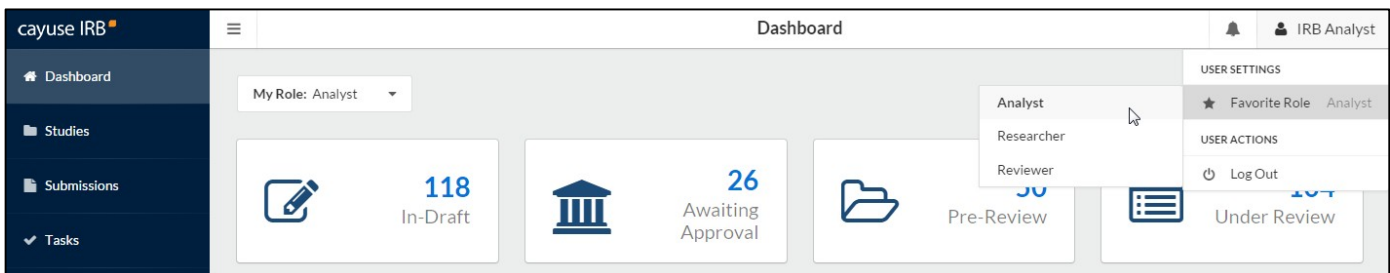
Notifications

The [Notifications](#) icon at the top of the screen lets you see the system messages that have been sent to you regarding the submissions you are involved with. Click on the icon to display the list of notifications.



User Settings and Actions

Clicking on your name in the upper right corner of Cayuse IRB displays a dropdown menu with two options.

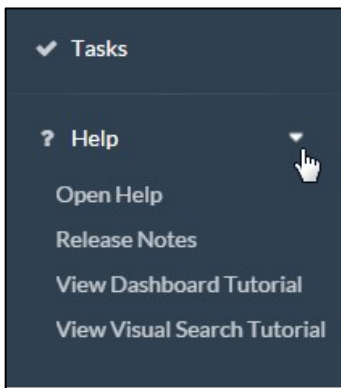



User Settings - Favorite Role: If you have more than one user role (such as *Analyst* and *Reviewer* for someone who is both an IRB Analyst and a member of a review board), certain screens (such as the dashboard) display different information depending on your role. These screens have a dropdown in the upper left that allows you to select which user role you are currently working as. The Favorite Role option in the user menu allows you to specify a default role which will be selected each time you log in to IRB.

User Actions - Log Out: Log out of Cayuse IRB.

Help

You can click on the **Help** menu at any time to launch this in-product Help, or to view the release notes for this and all previous versions of Cayuse IRB. The Help menu also contains tutorials that explain the Dashboard screen, and how to search for studies and submissions.



Clicking the small  icons throughout Cayuse IRB open the Help to the page with information relating to that part of the application.

Dashboard

When you first log in to Cayuse IRB, you will be taken to your **Dashboard**. This screen displays an overview of all the studies you are involved with or that require your attention, and offers a quick way to view and filter studies, submissions, and tasks.

The dashboard looks different depending on your user role. An IRB User will see their studies, tasks and submissions:

The screenshot shows the Cayuse IRB Dashboard for a user with the role of 'Researcher'. The dashboard is organized into several sections:

- Header:** 'cayuse IRB' logo, 'Dashboard' title, and 'IRB User' profile.
- Role Filter:** 'My Role: Researcher' dropdown menu.
- Summary Cards:** Four cards showing study counts: 'In-Draft' (9), 'Awaiting Approval' (4), 'Pre-Review' (10), and 'Under Review' (23). Each card includes an icon representing the study status.
- My Studies:** A table listing studies with columns for ID and title.

Study ID	Title
IRB-FY2015-49	Evaporation of marine layers
IRB-2016-154	Use of compression in wound healing
IRB-2016-151	Social effects of early onset hair loss
IRB-FY2016-87	Sunlight exposure and depression
IRB-2016-148	Efficiency of hydroelectric dams
- My Tasks:** A table listing tasks with columns for ID and description.

Task ID	Description
IRB-FY2016-91	Complete Submission
IRB-FY2016-84	View Submission
IRB-FY2016-84	Certify Submission
- Submissions by Type:** A table showing the count of submissions for various types.

Type	Count
Initial	10
Withdrawal	1
Modification	2
Renewal	9
Incident	1
Closure	1
Legacy	5
- Approved Studies:** A table listing approved studies with columns for ID and title.

Study ID	Title
IRB-FY2015-49	Evaporation of marine layers
IRB-2016-154	Use of compression in wound healing
IRB-2016-151	Social effects of early onset hair loss
IRB-FY2016-87	Sunlight exposure and depression
IRB-2016-148	Efficiency of hydroelectric dams
- Studies Expiring in 30 days:** A section indicating 'No Expiring Studies' with a smiley face icon.
- Expired Studies:** A table listing expired studies with columns for ID and title.

Study ID	Title
IRB-FY2016-3515	Consumption of grass by felines

Instead of the list of their studies, the IRB Analyst can toggle between a list of all unassigned submissions, and all submissions that are assigned to them. The Analyst also has a list of all submissions that are currently under review, and can see a miniature meetings calendar.

The screenshot shows the 'cayuse IRB' Analyst Dashboard. The top navigation bar includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', 'Settings', and 'Help'. The main content area is titled 'Dashboard' and features a 'My Role: Analyst' dropdown and a '+ New Study' button. The dashboard is divided into several sections:

- Status Summary:** Four large cards showing counts for 'In-Draft' (118), 'Awaiting Approval' (26), 'Pre-Review' (49), and 'Under Review' (105).
- Submissions that are Unassigned:** A list with one entry: IRB-2016-149, 'Use of compression in wound healing'.
- My Tasks:** A list of five tasks, each with an IRB number and a description (e.g., 'Complete Post Review', 'Assign Analyst').
- Submissions by Type:** A table showing counts for various submission types: Initial (294), Withdrawal (32), Modification (74), Renewal (39), Incident (24), Closure (22), and Legacy (20).
- Submissions under review:** Three categories: Full Board Reviews (51), Expedited Reviews (30), and Exempt Reviews (16).
- Studies Expiring in 30 days:** One entry: IRB-FY2015-15, 'Review of obesity studies'.
- My Meetings:** A calendar for November 2015. Green dots on dates 27, 29, 12, 19, 25, and 26 indicate scheduled meetings.

- The four status buttons across the top allow you to run quick filters on submissions which have the selected status. For instance, clicking on the **In Draft** button takes you to the Submissions page and displays all of the submissions that are currently in draft (status = Unsubmitted or status = Reopened).
- Clicking on a review type in the Analyst's **Submissions under review** pane takes you to the Submissions screen and automatically searches for submissions with the selected review type.
- Clicking on the IRB number for a submission, study, or task takes you to the Submission or Study Details screen for that submission or study.
- The **Submissions by Type** pane displays the counts of each submission type for all active studies. It does not include submissions for archived studies, or administrative closure/withdrawal submissions.
- Calendar dates with a green dot have a meeting scheduled on that date. Click on the date to bring up the details of the meeting(s) scheduled on that day.

Studies and Submissions

Studies

The **Studies** screen lists all of the studies that you have access to. For IRB Users, this means all of the studies that you have created or are involved in as a researcher. Organizational Approvers see the studies that have been assigned to them for review. IRB Members see the studies that have been assigned to them or to their review board(s). IRB Analysts and Admins can view all studies in the system.

IRB#	Study Title	Status	PI	Exp Date	Create Date
IRB-FY2016-3559	Social effects of early onset hair loss	Approved	IRB User	04-07-2017	02-26-2016
IRB-FY2016-3557	Use of compression in wound healing	Requires Changes	IRB User	N/A	02-26-2016
IRB-FY2016-3522	Extracurricular activities and perceived stress	Under Review	IRB User 2	N/A	02-26-2016
IRB-FY2016-3524	Internet use of adolescent Americans	Under Review	IRB User 2	N/A	02-26-2016
IRB-FY2016-3516	Social habits of Primolius maraona	Approved	IRB User	02-09-2017	02-10-2016

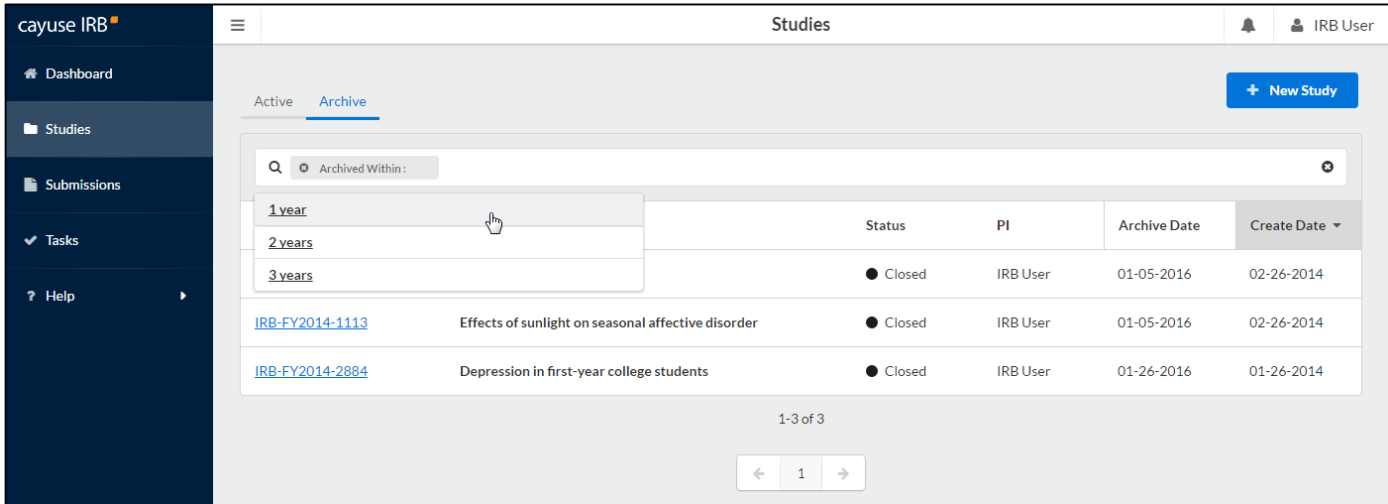
You can sort the list of studies by expiration date or creation date. To sort on a column, click on its header.

Study Statuses

There are 11 different statuses that a study can be in:

- **Approved** - Study has been approved by the Compliance Office and/or Review Board.
 - **Closed** - Study is no longer in progress.
- **Disapproved** - After being reviewed, the study was not approved by the Compliance Office/review board.
- **Expired** - The study has passed its expiration date without being renewed.
- **Legacy** - Optional status that can be used when importing [legacy submissions](#), in place of "Approved".
- **Requires Changes** - The Compliance Office has requested modifications to the study in order for it to be approved.
- **Submitted** - The PI has sent a submission to the Compliance Office and it is awaiting review.
- **Suspended** - Used when an incident has occurred to place the study on hold until further notice. The research team must submit a modification in order to remove the suspension.
- **Under Review** - The Compliance Office and/or Review Board is currently reviewing the study.
- **Unsubmitted** - The study has not yet been sent to the Compliance Office for review.
- **Withdrawn** - The research team has submitted a withdrawal for this study and no longer wishes to pursue it.

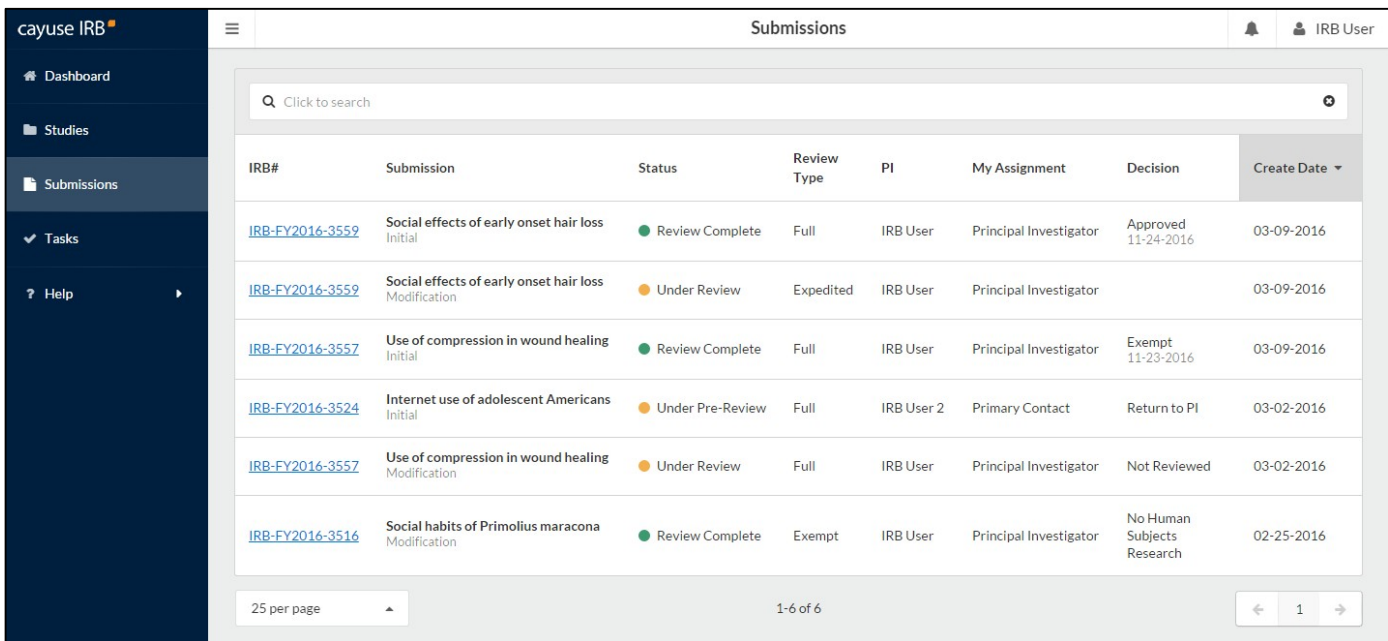
The Studies screen is divided into two tabs, **Active** and **Archive**. The Active tab displays all of the studies that are currently active within Cayuse IRB. The Archive tab lists studies that have been closed, disapproved, or withdrawn.



Submissions

Each study can have one or more submissions associated with it. When you first create a study, you must begin by creating an *Initial* submission (or a *Legacy* submission if the study was imported from a previous system). The **Submissions** screen lists all of the submissions relating to the studies that you have access to.

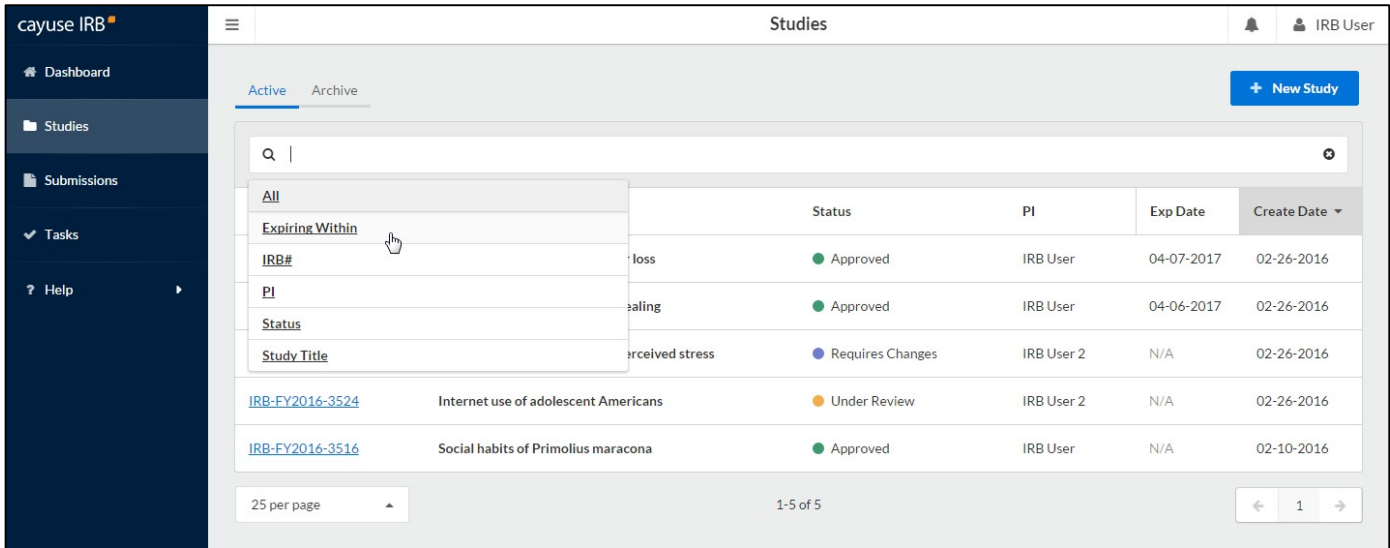
- **Note** that some of the submissions are different types of submissions for the same study. For instance, an initial submission that was later followed up by a modification submission for that study.



You can resort the list of submissions by creation date in ascending or descending order by clicking on the column header.

Searching for Studies or Submissions

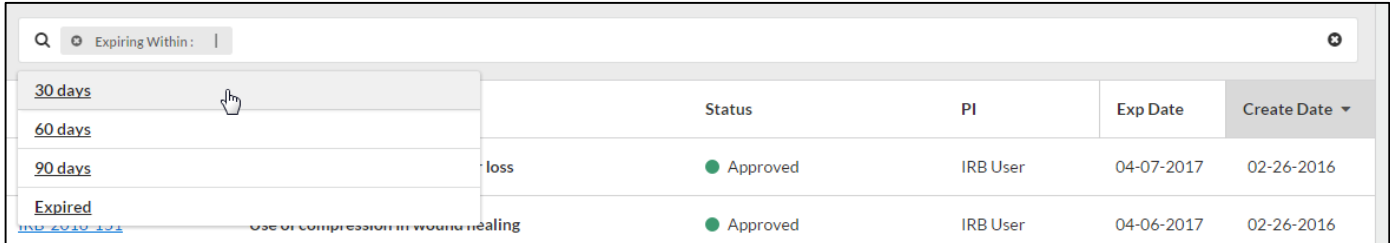
To filter the list of studies or submissions, click in the search box and select the attribute you wish to filter by. You can also simply enter your search term(s) to search all available fields.



The screenshot shows the 'Studies' page in the cayuse IRB system. A search box is active, and a dropdown menu is open, listing search attributes: All, Expiring Within, IRB#, PI, Status, and Study Title. The 'Expiring Within' option is highlighted. Below the dropdown, a table of studies is visible with columns for IRB#, Study Title, Status, PI, Exp Date, and Create Date. The table shows five rows of study data.

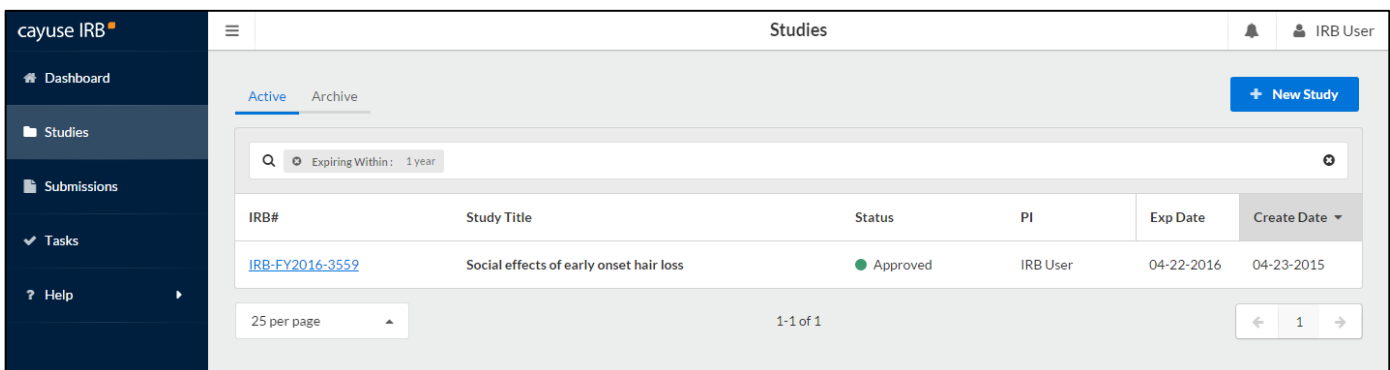
IRB#	Study Title	Status	PI	Exp Date	Create Date
		Approved	IRB User	04-07-2017	02-26-2016
		Approved	IRB User	04-06-2017	02-26-2016
		Requires Changes	IRB User 2	N/A	02-26-2016
IRB-FY2016-3524	Internet use of adolescent Americans	Under Review	IRB User 2	N/A	02-26-2016
IRB-FY2016-3516	Social habits of Primolius maraona	Approved	IRB User	N/A	02-10-2016

Once you select a value, you will see a second list of suggestions for values to search for. You can choose a value from this list, or free type your own.



This screenshot shows a close-up of the search dropdown menu. The search box contains 'Expiring Within:'. A dropdown list is open, showing suggestions: 30 days, 60 days, 90 days, and Expired. The '30 days' option is highlighted. The background shows the same table of studies as the previous screenshot.

If desired, you can add additional search filters by clicking in the white space in the search bar. When finished, press enter to search.



The screenshot shows the 'Studies' page with a search filter applied. The search box contains 'Expiring Within: 1 year'. The table below shows only one study result.

IRB#	Study Title	Status	PI	Exp Date	Create Date
IRB-FY2016-3559	Social effects of early onset hair loss	Approved	IRB User	04-22-2016	04-23-2015

To go to a study or submission, click anywhere in that row.

Tasks

Whenever a study changes state, Cayuse IRB assigns one or more *tasks* to various users. For example, when a researcher first saves a new submission, the system assigns them a "complete submission" task. The task assignments tell you what you need to do next in order to proceed with the submission.

The **Tasks** screen lists all of the tasks that are currently assigned to you. Click on any task to open the submission associated with that task.

The screenshot shows the 'Tasks' screen in the Cayuse IRB application. The sidebar on the left contains navigation links: Dashboard, Studies, Submissions, Tasks (selected), Meetings, Reporting, Settings, and Help. The main content area has a header with 'Tasks' and a user profile 'IRB Analyst'. Below the header is a dropdown for 'My Role: Analyst'. A search bar with the placeholder 'Click to search' is present. The main area contains a table with the following data:

IRB#	Task	Study	Submission	My Assignment	Tasked Date
IRB-FY2016-53	Complete Post Review	Use of compression in wound healing	Initial	Analyst	Today
IRB-FY2016-51	Complete Analyst Pre-Review	Social effects of early onset hair loss	Initial	Analyst	10-21-2015
IRB-FY2016-20	Complete Post Review	Prevalence of allergies in cat owners	Initial	Analyst	08-11-2015
IRB-FY2016-9	Assign Analyst	Attitudes and perceptions of GM wheat	Withdrawal	Analyst	08-11-2015

At the bottom of the table, there is a pagination control showing '25 per page' and '1-4 of 4'.

If you have more than one user role-- for instance, you are an IRB Analyst but sometimes review submissions as well-- the task list only shows tasks that pertain to your currently-selected role. To change your user role, use the Role dropdown at the top of the screen.

When you complete a task, it is removed from your task list. You may then see another task assigned to you for the next step in the process, or another user may receive a task depending on where the submission is in the workflow.

Depending on how your IRB Administrator has configured the application, you may receive email notifications for tasks at periodic intervals. Administrators can specify how frequently to send reminder emails for outstanding tasks via the [Application Settings](#) screen.

The task list for the IRB Analyst above shows several studies that are waiting to be assigned to an Analyst. Assigning the study to a particular Analyst for review is the next step, and these tasks will appear in all IRB Analysts' task lists until this is done.

Notifications

The **Notifications** icon shows you a list of all the messages you have received regarding one of your studies. In the example below, this IRB User has received notifications for several studies. The notifications for the first three studies indicate that various submissions have been received by the IRB office. The fourth notification pertains to a study that has expired. You will get a notification whenever one of your studies requires some action by a different user or user role.

The screenshot shows the cayuse IRB dashboard for a user named 'IRB User'. The dashboard includes a sidebar with navigation options: Dashboard, Studies, Submissions, Tasks, and Help. The main content area features three summary cards: 'In-Draft' (3), 'Awaiting Approval' (1), and 'Review' (1). Below these are two sections: 'My Studies' and 'My Tasks'. The 'My Studies' section lists several studies with their titles and IRB IDs. The 'My Tasks' section lists tasks like 'Complete Submission' and 'View Submission'. A 'Notifications' dropdown menu is open, showing a list of notifications with their details and a delete icon (X). The notifications include: 'Initial Submission Received' (06-11-2015 2:08 PM), 'Incident Submission Received' (06-09-2015 9:26 AM), 'Closure Submission Received' (06-09-2015 9:22 AM), 'Study has expired' (04-23-2015 7:13 AM), and 'Withdrawal' (06-09-2015 9:22 AM). A 'New Study' button is visible in the top right corner.

Notifications are sent:

- To the PI when the submission has been sent to them for certification.
- To the PI and PC, when their submission has been received by the Compliance Office.
- To the Organizational Approver(s) when a submission requires approval.
- To the IRB Analyst when a new submission requires Analyst assignment.
- To the previous IRB Analyst, when a submission is reassigned to another Analyst
- To the IRB Analyst when an expedited review is complete.
- To the board members or reviewers when a submission requires their review.
- To the PI and PC when a study is expiring or has expired.
- To the primary and/or secondary reviewer(s), when an Analyst has added a comment to the submission.

Many of these notifications are also sent via email to ensure the recipient sees the message in a timely manner. In particular, the PI and other contacts listed on the submission receive emailed notifications whenever the submission moves to a new step in the workflow (when it is reviewed and approved, returned to the PI, etc.).

Clicking on a notification takes you to the submission that notification pertains to. Viewed notifications are no longer highlighted in the Notifications list. You can delete notifications from the list by clicking the X icon next to that notification.

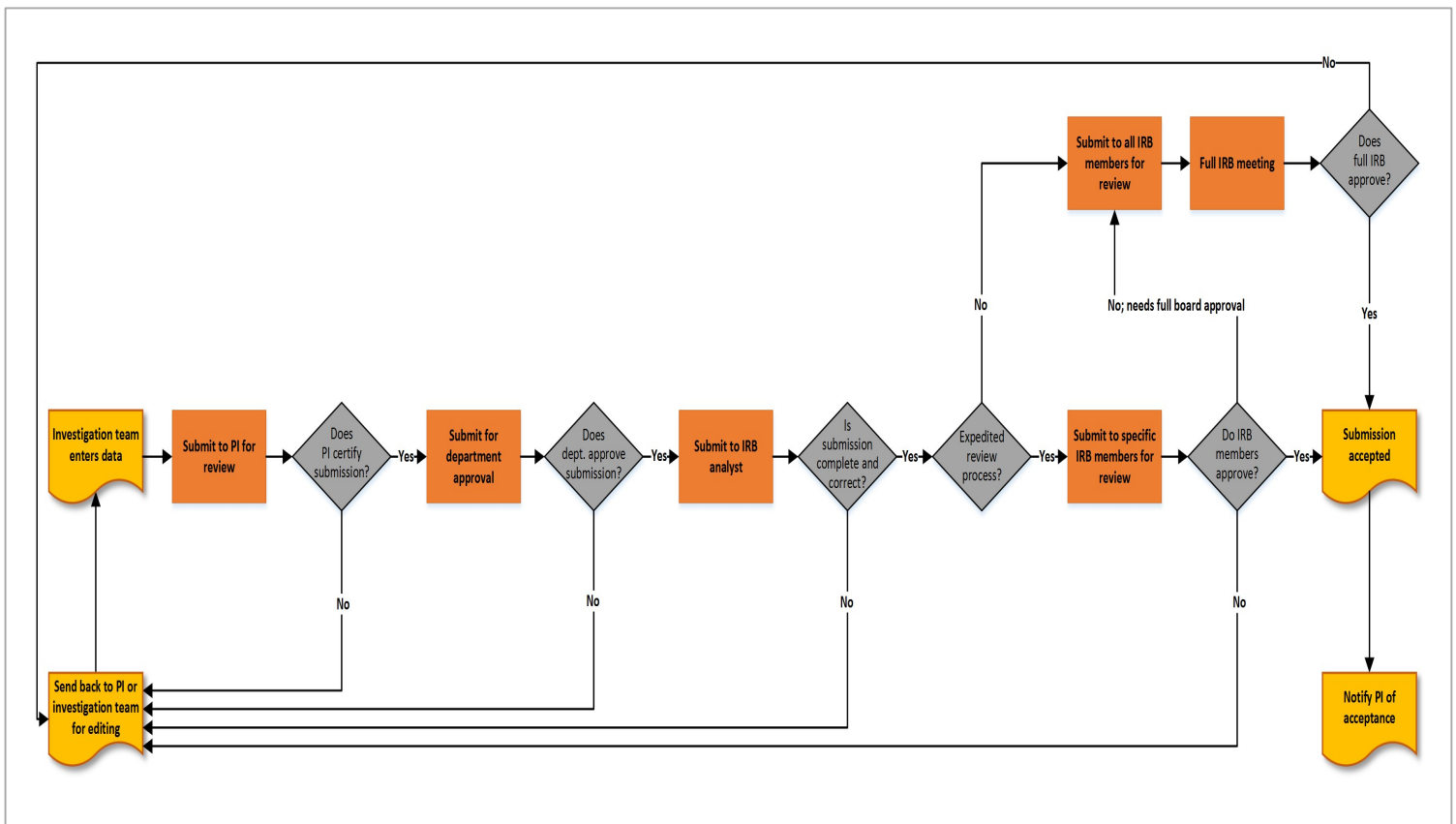
Organizational Approvers

The Organizational Approver is responsible for making sure that the submission meets departmental standards and that it is OK to proceed with sending the submission to the Compliance Office for review. Your institution may or may not require the organizational approval step, and there may be more than one person who needs to sign off on each submission for a given department. Any one of the designated Organizational Approvers for an organization can approve submissions for that organization and level.

IRB Administrators can specify the Organizational Approvers for each department and change the organizational approval settings for your institution as needed.

The Organizational Approver's role is as follows:

- [Review the submission](#) once it has been certified by the PI.
- [Route the submission](#) by returning it to the PI for changes, or approving it and sending it to an IRB Analyst for review.



Reviewing and Commenting on Submissions

The **Review** button lets the IRB Analyst or Member whom the submission is assigned to view the submission and add any notes or attachments necessary. Comments can be used to communicate with the investigation team and request changes or additional information, or they can be hidden so that only the compliance office and IRB members can see them.

The screenshot shows the 'Submission Details' page in the Cayuse IRB system. The left sidebar contains navigation options like Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, Settings, and Help. The main content area displays the submission's progress through four stages: In-Draft, Awaiting Approvals, Pre-Review (highlighted), and Under-Review. Below the progress bar, there are buttons for 'Review', 'PDF', 'Delete', and 'Checklist'. The submission title is 'Initial IRB-FY2016-50 - Social effects of early onset hair loss'. There are also buttons for 'Return' and 'Proceed'. The page includes fields for PI, Current Analyst, Decision, Review Type, Review Board, Meeting Date, and Required Tasks.

Both the **Review** button and the **Checklist** button open the submission form for review. Checklist opens the submission form with the checklist expanded.

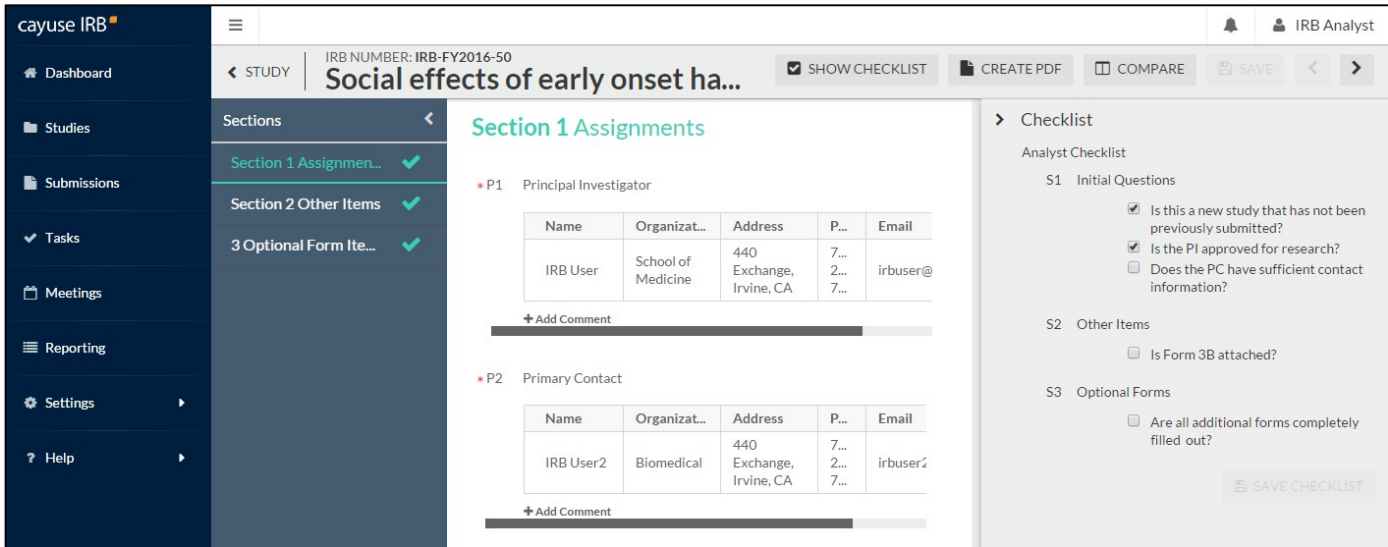
Note: You may not see the Checklist button if no checklists are configured for your institution.

The screenshot shows the 'Section 1 Assignments' section of the submission form. The page displays a table with columns for Name, Organization, Address, Phone, and Email. The table lists two assignments: P1 Principal Investigator and P2 Primary Contact. There are also buttons for 'SHOW CHECKLIST', 'CREATE PDF', 'COMPARE', and 'SAVE'.

Name	Organization	Address	Phone	Email
IRB User	School of Medicine	440 Exchange, Irvine, CA	714 265 7841	irbuser@evisions.com
IRB User2	Biomedical	440 Exchange, Irvine, CA	714 265 7498	irbuser2@evisions.com

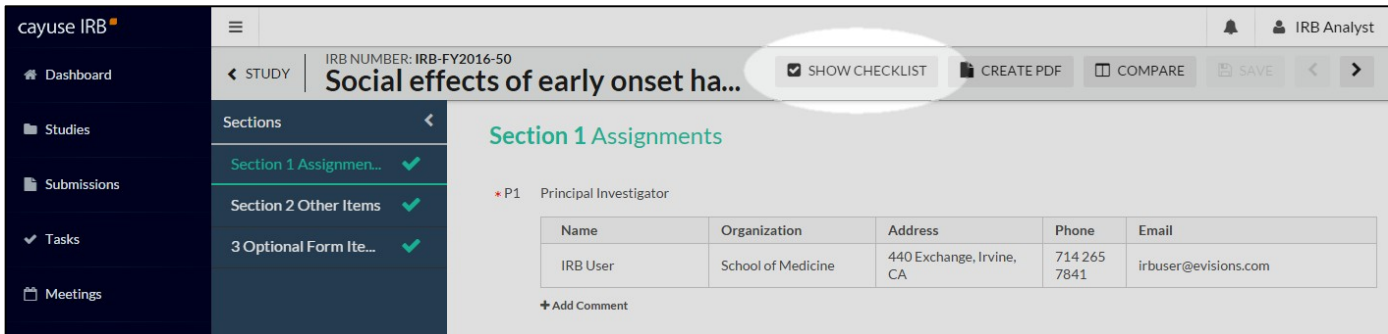
Using Checklists

Checklists are designed to help the analyst or reviewer verify that the form questions have been answered in a manner that satisfies your institution's specific requirements. IRB Analysts and Administrators can configure the checklist questions via the [Settings](#) menu. There are two different checklists used for all submissions -- one checklist for the IRB Analyst, and a different checklist used by each of the submission's reviewer(s).



As you review the submission, mark off each item in the checklist when you have verified that it is complete. Click **Save Checklist** when you are finished making changes.

In addition to the Show Checklist button that opens the submission, you can toggle the checklist by using the Show Checklist button while you are reviewing a submission.




Each submission for a study has its own Analyst and Reviewer checklists. When a review is complete, the Reviewer checklist(s) become read-only. Similarly, when a submission has been finalized, the Analyst can no longer modify the Analyst checklist for that submission.

The IRB Analyst has read-only access to the reviewers' checklists, allowing the Analyst to see which items have or have not been completed during the review.

Adding Comments


Each question on the form has an **Add Comment** link below it that you can use to add a comment regarding that question. Click **Add Comment** button to open a text-entry field.

The screenshot shows the cayuse IRB interface. The top navigation bar includes the logo, a menu icon, the role 'My Role: Analyst', a notification bell, and the user name 'IRB Analyst'. The main header displays the study title 'Social effects of early onset hair loss ...' and the IRB number 'IRB-FY2016-3559'. A secondary header contains buttons for 'SHOW CHECKLIST', 'CREATE PDF', 'COMPARE', and 'SAVE'. The left sidebar lists navigation options: Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, Settings, and Help. The main content area is titled 'Section 1 Assignments' and contains two sections: 'P1 Principal Investigator' and 'P2 Primary Contact'. Each section has a table with columns for Name, Organization, Address, Phone, and Email. Below the P2 table, there is a 'Collapse Comments' section with a text entry field containing the text 'Are there any additional contacts for this study?' and a 'SAVE COMMENT' button.

Enter the text of your comment in the box, then click  to insert the comment.

The screenshot shows the cayuse IRB interface. The top navigation bar includes the logo, a menu icon, the role 'My Role: Analyst', a notification bell, and the user name 'IRB Analyst'. The main header displays the study title 'Social effects of early onset hair loss ...' and the IRB number 'IRB-FY2016-3559'. A secondary header contains buttons for 'SHOW CHECKLIST', 'CREATE PDF', 'COMPARE', and 'SAVE'. The left sidebar lists navigation options: Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, Settings, and Help. The main content area is titled 'Section 1 Assignments' and contains two sections: 'P1 Principal Investigator' and 'P2 Primary Contact'. Each section has a table with columns for Name, Organization, Address, Phone, and Email. Below the P2 table, there is a 'Collapse Comments' section. The first comment is from 'IRB Analyst' with the text 'Are there any additional contacts for this study?'. Below the comment, there is a text entry field for a new comment and a 'SAVE COMMENT' button.

By default, new comments are visible only to IRB Analysts, Members, and Administrators. To make a comment visible to the research team, use the dropdown in the upper right of the comment to change the visibility from Restricted to Unrestricted.

To insert additional comments, enter the text of the new comment and then click the  button at the bottom of the list of existing comments.


The total number of unresolved comments for each section appears in the sidebar next to that section.

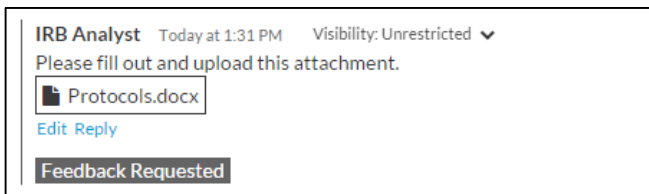
If the submission is returned to the research team, they can reply to any visible comments and/or mark them as **addressed**. Analysts and reviewers can enter and reply to comments and mark them as resolved when the submission is assigned to them.

Replies entered by the research team are visible to everyone.

The research team must address all visible comments before they can re-certify the submission.

Inserting Attachments

When you are entering the text of a comment, you can include an attachment in the comment. Use the  icon in the text editor to browse for one or more files to upload. **Note:** File attachments are limited to a maximum size of 20 MB.



Comparing Two Versions of a Submission

If a submission has been returned to the investigators for them to make changes or corrections, once they resubmit it you can compare the new version to the previous version by clicking the **Compare** button at the top of the review window. The sidebar shows the number of differences found in each section. Within each section, each difference is highlighted for you to review. Click the **Previous** or **Next Diff** buttons at the top of the comparison window to jump to the previous/next difference.

The screenshot displays the 'cayuse IRB' interface for an analyst. The main window is titled 'Comparison: IRB-FY2016-3559 (Initial)'. It is split into two panes: 'PREVIOUS SUBMISSION' on the left and 'CURRENT SUBMISSION' on the right. Both panes show 'Section 1 Assignments' with a table of user information. The 'PREVIOUS SUBMISSION' table has one row for 'IRB User' (School of Medicine). The 'CURRENT SUBMISSION' table has two rows: 'c c' (ABC Soups) and 'IRB User 3' (Biomedical). The difference between the two versions is highlighted in a light blue background.

Name	Organization	Address	Pho...	Email
IRB User	School of Medicine	440 Exchange, Irvine, CA	714 265 7841	irbuser@evisions.com

Name	Organization	Address	Pho...	Email
c c	ABC Soups		714 265 4741	
IRB User 3	Biomedical	440 Exchange, Irvine, CA	714 265 7482	irbuser3@evisions.com

Approving and Rejecting Submissions

After reviewing the submission, you can either **Reject** or **Approve** it. Rejecting the submission returns it to the PI. If you approve the submission, you will be asked to confirm that you believe it is complete and accurate, and complies with all relevant regulations.

Select the **View** button to open the submission for review. Then, select either Reject or Approve under the Routing section.

Submission Details

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 Org Approval

Initial
IRB-FY2016-52 - Social effects of early onset hair loss

View PDF Delete Checklist

Routing: **Reject Approve**

PI: IRB User 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
IRB User	Principal Investigator	Certified	10-27-2015 1:05 PM

Org Approvers

Name	Organization	Result	Date
Org Approver	Biomedical	Pending Certification	

If you are approving the submission, you must confirm your approval in order to proceed:

Approve

I understand and agree with the scientific aims of the protocol and feel that the information provided in this application is complete and accurate. I assure that the PI has proper training, expertise and resources to conduct the study and understands his/her responsibilities to comply with all applicable institutional, local, state and federal regulations. I am available to provide the necessary oversight and guidance to the PI. I will report any known regulatory noncompliance as per institutional policies and regulatory requirements.

Cancel Confirm

The submission is then routed to an IRB Analyst for review.