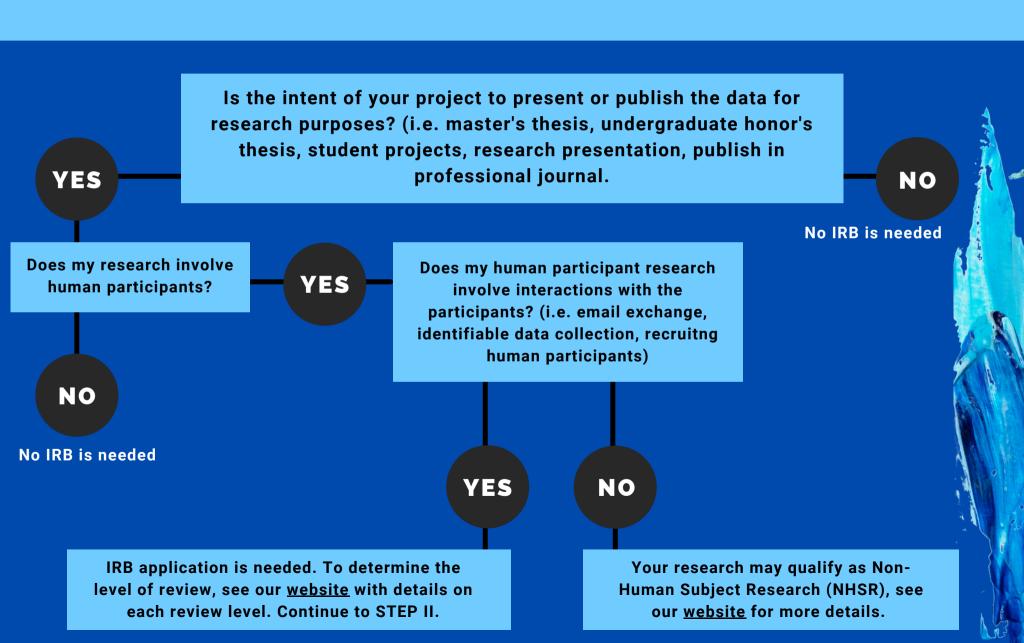
## STEP I: DETERMINE IF YOU NEED IRB APPROVAL

ASK YOURSELF THESE QUESTIONS:



## STEP II: PREPARE IRB APPLICATION

FOLLOW THE SUGGESTIONS BELOW:

Who will be the investigators on the project? (i.e: students, staff, faculty, community partners)

All investigators must complete <u>ethics training</u> (CITI) and provide a completed certificate in the application.

Investigators are anyone that is involved in recruitment, data collection, or has access to identifiable data.

Use the IRB application <u>template</u> to help plan all the information that will be asked on the online application system. Use this template to edit research project details with other investigators before submitting (if applicable).

Prepare other necessary documents for your IRB application as they apply to your study.

Documents you made need: informed consent, surveys, questionaires, screening forms, child assent forms, recruitments materials (flyers, email communication scripts), CITI training certificates for all investigators, and agreement letters with collaborationing agencies (school districts, community partners).

Examples of these documents are provided on our website

Continue to STEP III

YES

Have you used the Cayuse system before?

NO

Consider reviewing the step-by-step process video of how to use the Cayuse system

## STEP III: SUBMIT YOUR IRB APPLICATION

**FOLLOW THE DIRECTIONS BELOW:** 

Go to the <u>online submission</u> and use your coyote ID and password to log in.

Copy and paste all information in each section from your application template.

Submit IRB application and certify the submission (two step process). Each co-investigator will also need to certify the online system will send them an email.



## STEP IV: REVIEW PROCESS

FOLLOW THE DIRECTIONS BELOW:

The review process timeline will vary based on the review category the research study falls under: exempt, expedited, full board.

Refer to the <u>categories</u> for the expected timeline for feedback.

Full board reviews must be submitted by deadline to be reviewed at the corresponding full board meeting.

Full board reviews will not be accepted during winter or summer breaks.

If clarifications or additional information is requested from investigators, the application will be sent back to investigators to review and clarify.

Once clarification is completed, resubmit the application.

Once your study is approved, you will receive an official letter from the IRB. The approval is good for up to 1 year for full-board and expeditied studies.

Exempt studies may have different approval periods.