

STEP I: DETERMINE IF YOU NEED IRB APPROVAL

ASK YOURSELF THESE QUESTIONS:

Is the intent of your project to present or publish the data for research purposes? (i.e. master's thesis, undergraduate honor's thesis, student projects, research presentation, publish in professional journal.)

YES

NO

No IRB is needed

Does my research involve human participants?

YES

NO

No IRB is needed

Does my human participant research involve interactions with the participants? (i.e. email exchange, identifiable data collection, recruiting human participants)

YES

NO

IRB application is needed. To determine the level of review, see our [website](#) with details on each review level. Continue to STEP II.

Your research may qualify as Non-Human Subject Research (NHSR), see our [website](#) for more details.



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 [ethics training](#) (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 [template](#) 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, questionnaires, screening forms, child assent forms, recruitments materials (flyers, email communication scripts), CITI training certificates for all investigators, and agreement letters with collaborating 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 [online submission](#) 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 categories 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 expedited studies.

Exempt studies may have different approval periods.

