

IRB Application System (Cayuse IRB)

September 04, 2026 workshop



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Agenda

1. Housekeeping rules throughout workshop
 1. Workshop is being recorded
 2. Reserve extensive questions to after end of presentation
 3. Copy of slide deck will be emailed after the presentation
2. Getting started with protocol application process
 1. Prerequisite human subject research training
 2. Setting up account in Cayuse-Human Ethics/IRB
3. Walkthrough different protocol submissions
 1. Expedited/Full Board Review
 2. Exempt
 3. Infrequent requests:
 1. Request to rely on an external IRB
 2. Establish recruitment database
4. Quick overview of the IRB review process
5. Do's and Don'ts
6. Q&A



Protocol Application Process – Getting Started

<https://www.chapman.edu/research/integrity/irb/cayuse-irb.aspx>

1. Complete the CITI training
 - Registration [CITI Set Up Account Instructions](#)
 - Training is valid for 3 years
2. Request the IRB office for a user account in Cayuse IRB (Authentication).
 - Authentication for new users submit the following information to the IRB office
(first and last name, Chapman email, status, and college and department)
3. Train yourself to use Cayuse IRB
 - Review the Cayuse instructions for [new applications \(.pptx\)](#)
4. To submit an IRB protocol, enter the Cayuse IRB site
<http://chapman.cayuse424.com/>
5. IRB protocol upkeep (e.g., modification, renewal, closure)
 - Review the Cayuse instructions for [additional submissions \(.pptx\)](#)



Protocol Application Process – Getting Started

<https://www.chapman.edu/research/integrity/irb/cayuse-irb.aspx>

Difference between review levels (see IRB guidelines “Initial Review of Human Subject Research” posted on the IRB page

<https://www.chapman.edu/research/integrity/irb/policies.aspx>)

- Exempt – Minimal risk; fits one (or a combination of) six exemption categories (e.g., interviews/surveys, secondary use of data, etc.)
- Expedited review – Minimal risk; fits one (or a combination of) seven expedited review categories (when seeking initial IRB review)
- Full board review – greater than minimal risk studies



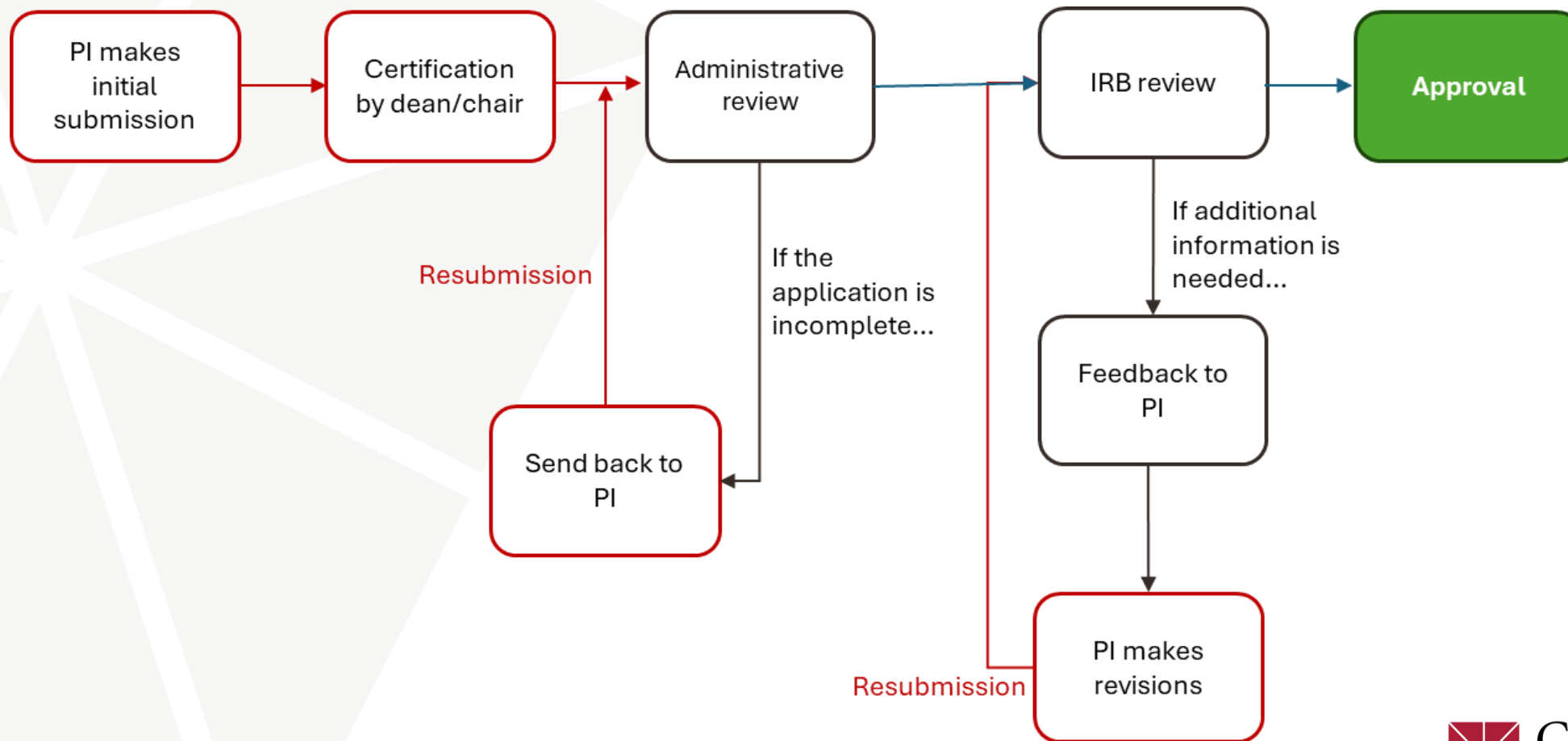
Walkthrough of most common applications in Cayuse



The IRB Review Process

Steps and timeline

The Process for Initial Study Application





Do's and Don'ts

Tips for a smoother IRB application and review

Do's and Don'ts

- Start early
 - Consult the IRB early especially for complicated studies
 - Allow enough time for review
 - ~ 2 weeks for Exempt, Establish subject recruitment database
 - Submit 2 weeks prior to monthly full board meetings (every 2nd Monday of month)
- Use lay language
 - Spell out all acronyms upon first use
- Be concise
- Complete all prompts (i.e., some questions are multi-part)

Do's and Don'ts

- Consult faculty advisor (e.g., which CITI course needed, appropriate expedited/exempt categories, etc.)
- Attachments:
 - Use current versions of Chapman IRB forms (see [website](#))
 - Upload under the correct section in Cayuse
 - Use filenames that reflect what the document is for
 - CITI certificates (e.g., initials of first name, last name, CITI, exp. Date)
 - J.SmithCITIexp.31Aug2027, or J.SmithCITI Exp08-31-27

- Avoid:

- Documentation of current training from the [Collaborative Institutional Training Initiative \(CITI\)](#) must be provided for all research. Chapman faculty members can link their CITI report within Cayuse IRB above. (For the IRB to view the linked CITI record in Cayuse, use the same Chapman University email address. If faculty members have completed the required CITI modules but records do not exist in Cayuse, Chapman researchers should upload CITI completion reports (which show specific modules and their corresponding scores) before the IRB meeting.

Each Chapman researcher should have no more than one attachment uploaded showing current CITI training for either: Social and Behavioral Sciences or Clinical Research. If a researcher is completing modules for both, only one set of modules is not necessary to upload unless a clinical trial is being conducted. If a clinical trial is being conducted, the PI, co-principal investigator, or sub-investigator must complete the Good Clinical Practices module. Please be sure to remove any expired or duplicate attachments.

See the Chapman IRB website for [instructions and information regarding CITI training](#).

 [citiCompletionCertificate 387...](#) | ✕

 [citiCompletionCertificate 387...](#) | ✕

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[+ Add Comment](#)

Do's and Don'ts

- Align content throughout application
- Proofread!
 - Especially subject-facing material (e.g., info sheet/consent form)
- Addressing reviewer comments
 - How to [navigate through reviewers' comments](#)
 - Must: Revise content of actual application (don't just post a response to the comment)

Example:

← SUBMISSION DETAILS

IRB NUMBER: IRB-24-283

Perception of Television Narratives - Initial

CREATE PDF

COMPARE

SAVE

←

Sections

Human Subjects Re... ✓

Personnel ✓

Other Researchers ... ✓

Conflicts of Interest ✓

Study Information ✓

Expedited or Full R... ✓

Research Descripti... ✓

Risks and Benefits t... ✓

Confidentiality of R... ✓

Research Documen... ✓

Recruitment, Comp... ✓

Completing and Ce... ✓

★ Please indicate whether participants will be able to withdraw their data after the debriefing procedures occur and if not, provide a rationale.

This is not necessary because the data is de-identified and the researchers will not be able to identify the data from any single participant in order to withdraw it. Researchers will have access only to emails and names of subject pool participants (not Prolific participants), however they will only know that these students completed the study and not be able to link these names to the actual data (i.e., the data are recorded in a de-identified manner so although the PIs know who completed the study and should get compensation, they cannot link these data to the participant's identity for the purpose of removing that particular individual's data).

Collapse Comments

07-18-2024 5:40 PM

If the data is fully de-identified, then uncheck the box above of accessing personally identifiable information. Leave as is since you appear to be collecting names & email addresses, but please add clarification to the statement in the textbox, to indicate it will not be possible to link any names/emails to individual data responses.

Rebecca Forster

07-22-2024 8:38 AM

We left the "identifiable information" checked because for subject pool participants we have this information. We just cannot link it to their data. So the research data are always de-identified and not identifiable at any point. We do have a list of participants for compensation, but this does not allow us to withdraw the data of a particular person. I hope the explanation above (bolded) makes it clear. Thank you!

☐ Incomplete disclosure (i.e., withholding information about the study purpose during the consent process because disclosing the study purpose in detail could significantly impact the validity of the study results)

☐ Non-invasive standard of care procedures

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Do's and Don'ts

- I got IRB approval, now what?
 - Alert the IRB if there are any problems (e.g., complaints from participants)
 - Submit a Mod (for IRB review and approval) **prior to** implementing any changes to the study
 - If renewal is required, submit it on time
 - If there will be administrative check-in instead of a renewal submission, please reply to the IRB by email to confirm that research is ongoing
 - Submit a Closure to the IRB when research (e.g., accessing/use of private, identifiable data) is completed



Q&A

Reach us at:

- JIRA:
<https://chapman.atlassian.net/servicedesk/customer/portal/9>
- Email: irb@chapman.edu
- IRB [Zoom](#) Office hours: 9-10 am every 1st Tues. of the month
- Schedule an individual consultation through [Bookings](#)

How did we do?

Please scan the QR code and take a 2-minute evaluation.

